



WESTMONT

Interim Global Leadership Center Resident Director – Fulltime (July 2023 – May 2024)

Student Life

Job Summary

The Global Leadership Center (GLC) Resident Director is responsible for facilitating the implementation of the developmental goals of Student Life at Westmont College through the organization, supervision, and direction of a coed residence hall complex, housing approximately 140 students (comprised mostly of seniors).

Preferred Qualifications

A Master's degree in an area relating to student development, and at least 2 years full-time experience related to student development. Experience working in cross-cultural settings, or with students who have participated in cross-cultural experiences preferred. Additional requirements include:

- Personal affirmation of and complete commitment to the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations
- Demonstrated competence in relational, interactive, helping, and confrontational skills; and ability to teach in both formal and informal settings
- Strong organizational skills with an ability to develop and utilize schedules, organize time, supervise staff, manage a residential facility, and provide leadership for a project from the beginning through completion
- Demonstrated ability to provide leadership, and experience in collaborating with faculty and staff.
- Practical understanding of the varying developmental needs of college students in community settings and a strong commitment to developing diverse and redemptive communities.
- A strong and demonstrated commitment to the Christian faith, and a desire to grow both personally and professionally.
- Ability to support the college's mission as a high quality Christian Liberal Arts College.

Responsibilities and Related Duties

The vision of the GLC is to provide a rich learning environment for students who have previously participated in a cross-cultural experience that will maximize students' ability to understand and leverage their experiences for future success as they anticipate their graduation.

1. **Residence Hall Community Development.** Facilitates a living and learning environment that challenges and supports residents in ways that are appropriate to their

intellectual, emotional, relational, physical, and spiritual needs, and is consistent with the mission and purpose of the college.

2. **Student Leader Supervision and Development.** Responsible for the training, on-going supervision, and evaluation of residence hall RA staff. Provides leadership and support to hall based student leadership positions.

3. **Student Conduct and Care.** Promotes appropriate life choices by students and holds residents accountable to the standards of the Community Life Statement and other college policies. Serves as student conduct officer, and also makes student conduct referrals to the Dean's Office. Provides care, support, and appropriate referrals to students who are struggling to be successful at the college.

4. **Student Development.** Takes an active role in promoting the growth and development of residents. This will include, but is not limited to, personal contact with students, positive modeling of Christian maturity, informal counseling, coordinating educational and social programming, and assisting residents in conflict resolution. This also includes challenging students to grow in the area of faith development and their understanding of the relationship of faith to learning.

5. **Facility Management.** Administers and oversees the services of the residence hall complex. This includes maintaining regular contact with maintenance personnel, kitchen cleaning staff, and managing the residence hall budget.

6. **Emergency Response.** Notwithstanding your rights as an employee as outlined in SB 1044 during emergency situations, this position is considered an essential employee in the college's crisis response plan, and is expected to be physically present and available during campus crises – to include, but not limited to, power outages, traumatic student events (e.g. deaths), and natural disasters.

7. **Supervision.** Provide supervision to a part-time (8 hr/wk) administrative assistant whose duties will include but are not limited to facilitating the orderly management of the GLC kitchens, submitting Vendorlink reimbursements, publishing the hall newsletter, and creating residential education bulletin displays in GLC.

8. **Departmental and Divisional Work.** Collaborates with other colleagues, including faculty and other student life staff, to fulfill the department's mission within the college. This includes regular attendance at divisional meetings and faculty forums, appropriately advocating for student needs and concerns to the Dean's Office, and participating in committees as directed.

9. **Professional Development.** Actively pursues personal and professional development. This includes maintaining healthy "habits of the heart" and Christian maturity, keeping current on the literature of student development, attending professional meetings or conferences, and taking advantage of continuing educational opportunities.

10. **Professional Expectations.** Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, students and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds

11. Other duties as assigned by the Director of Residence Life.

Reports to: Director of Residence Life

*** Pay Range:** \$22.07/hr - \$30.35/hr

** The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*