



EMPLOYMENT OPPORTUNITY

Date: May 2022

Open until filled

If you have questions regarding this position, please contact Sam Anglin samanglin@multnomah.edu 503.251.5340.

Job Title: Resident Director and Housing Coordinator

Reports To: Associate Dean of Campus Life and Community Standards

Mission: *This full time, live-in position provides leadership experience in the areas of: community development, relational skills and conflict resolution, leadership development, spiritual formation, administration, and mentorship. The RD will model servant leadership while investing in the Resident Assistant team as well as investing in the residential population of Multnomah. The incumbent will assist the Associate Dean of Campus Life and Community Standards in providing strategic programming for all residential living areas. The RD will also provide leadership to Multnomah's residential students by managing the daily operations of their living area while also having autonomy to make substantial visionary decisions to develop an intentional community that strives to engage students in their physical, academic, social, and spiritual development.*

Primary Responsibilities:

Leadership Development and Supervision of Residence Assistants (RA) (35%)

- Provide for the professional and personal development and evaluation of Residence Life staff.
- Participate in the selection and training of RAs.
- Conduct weekly meetings with RAs, including evaluations of RA performance each semester.
- Facilitate RA Leadership course and participate in staff development and training.
- Assist in the planning and implementation of fall and spring trainings, and RA workshops
- Oversee RAs in the planning, administration, and evaluation of programs within each residence hall.
- Support the broader mission of student leadership development by collaborating with the Associate Dean to develop programs that will benefit the entire campus community.
- Support University and Residence Life policies and procedures.

Student Interaction, Mentoring, Conduct, and Crisis Management (30%)

- Develop a familiarity with residents' individual needs directly or through the RAs.
- Advise and counsel students as requested or needed and make appropriate referrals.
- Assist in fall and spring New Student Orientation, Preview Days, and other campus visitation events.
- Facilitate conduct meetings with students as requested by the Associate Dean.
- Participate in the Residence Life staff on-call rotation.
- Inform the Associate Dean as incidents occur and provide the appropriate written and verbal behavioral data relevant to administering guidance and discipline in response to these incidents.
- Follow emergency protocol and assist the community in emergency situations.

Housing, Administration and Facilities Management (20%)

- Create and communicate housing assignments to new and returning students.
- Coordinate all check-in and check-out procedures in collaboration with the Associate Dean and Campus Support Services, including residence hall closure at the conclusion of each semester.
- Administer room changes and track in database when appropriate.
- Work to meet Housing capacity goals.
- Oversee rounds in each building, and personally conduct rounds once a week.
- Monitor physical (health and safety) condition of living area, including usage and condition of facility. Report any needs or concerns to Campus Support Services.
- Conduct health and safety inspections of individual student rooms at least once a semester.

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- Maintain and post office hours throughout the week.
- Responsible for residence hall programming and budgets.

Assist the Associate Dean in fulfilling additional Residence Life projects (10%)

- Partner with the Associate Dean in planning RA course curriculum.
- Take a leadership role in the Residence Life selection process.
- Be available to assist Associate Dean as requested for administrative support.

Student Life Staff Involvement (5%)

- Serve as a full member of the Student Life Team, attending weekly staff meetings and all full-team events.
- Attend weekly Residence Life Staff meetings with the Associate Dean.
- Actively seek professional growth through participation in professional development activities.
- Participate in on- and/or off-campus networking, as possible.

Qualifications:

Job-specific Requirements:

- Knowledge of and commitment to the ministry and mission of Multnomah University.
- Bachelor's degree, equivalent experience, and/or in the process of seeking a bachelor's degree.
- A demonstrated consistent willingness to serve students.
- Demonstrated lay counseling skills.
- Ability to relate to students and serve as a Christian role model.
- Strong ability in collaborating with administration, faculty, staff and students for the purpose of student development and retention.
- Demonstrated maturity, discretion, discernment, time management and organizational skills.

Preferred Qualifications:

- Prior Resident Director experience; preference will be given for undergraduate residence life experience.
- Master's degree in a related field.
- Supervisory or professional experience with college-aged students in a vocational ministry setting.

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

This is a full-time 11-month live-in staff position, with residency provided. At the discretion of the VP of Student Life, the position length may be altered to 10 or 12 months to fit the needs of the program. In such a case, housing will continue to be provided at no cost.

This position includes medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment. A generous Employee Tuition Grant is available after 1 year of employment.

To Apply, find the application link here: www.Multnomah.edu/Careers

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