



## **Full-Time Resident Director Position Description**

### **About Erskine College**

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

### **Description**

The Resident Director (RD) is a full-time live-in position that is primarily responsible for the general welfare of all students, encouraging them to maximize their intellectual growth and personal development in a Christ-centered environment. The Resident Director provides overall management of a residential community housing 137-218 residents each. Principal responsibilities include staff supervision, residential education, crisis management, community development, maintaining community standards, building operations management, and other departmental responsibilities. Resident Directors are supervised by the Senior Director of Residence Life and Housing.

### **Responsibilities**

#### **Supervision**

- Provide supervision, support, and assistance to an undergraduate staff of 5-10 Resident Assistants (RAs). Train, encourage, and disciple a team of RAs to educate, serve, and disciple the students in his/her section.
- Assist with staff recruitment, selection, training, and evaluation processes.
- Conduct weekly staff meetings and hold regular one-on-one meetings with RAs.
- Coordinate the duty schedule for the Resident Assistant staff.
- Embrace and positively articulate the mission and vision of the Office of Student Development and Erskine College and provide support to the Resident Assistants as they uphold the missions.
- Emphasize discipleship within the residence hall and on the RA team.

#### **Residential Education**

- Create an environment which promotes and fosters living and learning outside of the classroom and support for the college mission.
- Oversee and guide Resident Assistants in the implementation of programs that support student learning within an established programming framework.
- Work with Resident Assistants to assess student needs and interests; anticipate and promote educational, social, spiritual, recreational, and service programs, which are supportive to the residence community.
- Coordinate and facilitate mandatory residence hall meetings at the beginning of each semester.

- Advise and mentor students on academic, personal, and social issues.

### **Crisis Management**

- Serve in a year-round on-call rotation to provide support to the residential population. Duty expectations over holiday breaks will be split among Residence Life staff.
- Work closely with the Office of Student Development, Campus Police, and other campus resources.
- Complete crisis and on-call reporting paperwork. Documentation of any crisis should occur as near to the incident as possible for reporting purposes and so that no information is lost.
- Availability for emergencies, lock outs, and other logistics.

### **Community Development**

- Mediate roommate conflicts and coordinate resolutions.
- Become familiar with a variety of campus-wide resources, organizations, and services to expedite appropriate student referrals.
- Working with the Resident Assistants, coordinate and facilitate building-wide programming event/activity in the residence hall a minimum of twice a month.
- Collaborate with the RAs to identify how every resident within the hall is developing socially, academically, emotionally, and spiritually.
- Establish a personal rapport with each resident, attempting to get to know each resident by name.
- Promote and attend residence hall programs and campus events on a regular basis.
- Be visible, approachable, and accessible to students on either a scheduled or unscheduled basis.
- A key aspect of the Resident Director's position is presence and intentionality. RDs are expected to be highly visible within their individual buildings, intentional in their relationship with the RA staff, and a visible and vibrant member of the residence life staff at large.

### **Building Operations Management**

- Be present and oversee the move-in/check-in process and key distribution at the beginning of each semester in the respective residence halls.
- Provide oversight and hands-on leadership during the opening and closing of the residence halls.
- Conduct room inspections. Maintain and update, as needed, all Room Condition Forms.
- Perform building rounds of the residence hall to proactively monitor and address any maintenance or housekeeping concerns.
- Report maintenance and housekeeping needs of residence halls to the Facilities Management Department.
- Maintain an updated hall roster. Report any changes to the Coordinator of Residential Life and Housing within 24 hours.
- Remain on campus until buildings are cleared and secured for instances when the residence halls are closed.

### **Maintain Community Standards**

- Uphold and support all policies and regulations of Erskine College, the Residence Halls, and the Pilot. Provide support to the Resident Assistants as they uphold the same policies and regulations.
- Establish and encourage a safe and healthy living community.

- Empower residents to take ownership of their community, particularly at the beginning of the semester when community standards and behavioral expectations are set.

### **Departmental Responsibilities**

- Attend and participate in all regularly scheduled staff meetings and training opportunities.
- Assist with Resident Assistant training by planning, attending, and facilitating training sessions. Resident Directors will play a vital role in the planning and facilitation of the RA training schedule in August and January as well as the ongoing Round Tables throughout the academic year.
- Be available during major campus events (e.g., Homecoming).
- Use provided meals to build relationships while dining with students and/or faculty/staff.
- Assist with daily monitoring of cameras.
- Regular Convo and Chapel attendance and assistance with monitoring and taking attendance.
- Additional duties as assigned.

### **Qualifications**

Required:

- A personal relationship with Jesus Christ and an active Christian commitment.
- Bachelor's degree.
- A personal and professional commitment to the Christian values and mission of Erskine College and Student Development, and a commitment to uphold its policies and regulations.
- Willingness to offer spiritual support to students and staff

Highly Desirable:

- Experience in housing, residence life, campus life, judicial affairs, or related experiences at a college or university.
- Master's degree in a related field or significant experience in residence life.

### **Application Process**

Application review will begin immediately, and applications will be accepted until the position is filled. Anticipated start date is July 1, 2025. To ensure full consideration, please apply [here](#). application process includes a letter of application, resume, and three professional references.

**The Full-Time Resident Director position is a full time 12-month position. The employee's status remains "at will." The Resident Director's performance is under continuous evaluation to maintain the highest possible standards. Failure to meet any of the qualifications, requirements, or responsibilities as outlined or specified by the Senior Director of Residence Life and Housing or the Vice President for Student Success may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.**