



Residence Hall Director Position Description

Official Title: Residence Hall Director for Harold C. Turner Hall (men's residence)

Department: Student Services

Category: Part-time

Start Date: Early January 2023

Position Overview:

Reporting to the Vice President for Student Services (VPSS), the Residence Hall Director's (RHD) primary purpose at Mid-Atlantic Christian University is to develop relationships to further enhance the academic, social, and spiritual development of students living within an assigned residence hall, either Pearl A. Presley Hall or Harold C. Turner Hall. This is accomplished by, but not limited to, overseeing Resident Assistants (RAs), interacting with students within assigned residence hall to increase retention, managing the needs of the physical building, and assisting with additional Student Life functions.

Essential Responsibilities:

- A. Act as a college representative in all aspects of life.
 - a. Pray for students.
 - b. Provide an example of Christian character and personal growth.
 - c. Encourage students in their development of Christian character.
 - d. Provide guidance and counsel to residential and commuter students.
 - e. Respond to students concerns and requests, referring students for professional and/or Biblical counseling as needed.
- B. Manage RAs
 - a. Meet with RAs weekly as a group in assigned residence hall.
 - b. Meet with RAs bi-weekly (every other week) individually.
 - c. Assist in RA selection and training.
- C. Retention Strategies
 - a. Interact with residents through hall meetings, dorm-specific programs, and more.
 - b. Communicate any student concerns to VPSS as they arise or are learned of.
- D. Building Management
 - a. Maintain accurate list of who lives in each room within the assigned residence hall.

- b. Assist in distributing and collecting room keys at the beginning and end of each semester.
- c. Schedule monthly health and safety inspections of rooms to be conducted by RAs.
- d. Conduct monthly inspections of the residence hall.
- e. Submit support tickets and communicate any concerns to VPSS as they arise or are learned of.

Qualifications:

1. A heart committed to ministering to students of varying ages and ethnicities.
2. The ability to be a team player that works well with and networks with faculty, staff, students, and the community.
3. Active membership in the Christian Church, Church of Christ, or spiritually compatible denomination is required.
4. A Bachelor's Degree is preferred; a plan for continued growth and education is expected.
5. Demonstrated worship leading experience is required.
6. Basic knowledge and ability to use Microsoft Word, PowerPoint, Excel is required.
7. Ability to complete tasks in a timely fashion.

Position Details:

- Being available in most evenings per week is required.

Compensation and Benefits:

- Housing provided in a 3 bedroom on campus apartment
- Free daily meal in cafeteria
- Dependent scholarships

Application Procedure:

Please send a resume with references and cover letter to the Vice President of Student Services: Bryan Wisdom, bryan.wisdom@macuniversity.edu

"The university is intentionally seeking ethnically and racially diverse persons for employment."

Mid-Atlantic Christian University, a private, faith based, four-year college is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.