



Position Description: RESIDENT DIRECTOR

About Sterling College: Sterling College is a Christian liberal arts college affiliated with the Presbyterian Church (USA). Our mission is to develop creative and thoughtful leaders who understand a maturing Christian faith. Core values that guide our community experience are faith, learning, integrity, calling, service, and community. Rigorous academic programs, transformational spiritual formation opportunities, quality extra-curricular offerings, and a community emphasis on our residential campus create a unique college environment that has been recognized by a variety of national organizations. The college is located in a community of 2,200, 70 miles northwest of Wichita, KS.

Campus Culture: The Sterling College Student Life department is spearheading a campus pursuit of authentic, biblical community. Scripture teaches that God calls us into relationship with each other in and through Jesus Christ. It is through relationship with others that God chooses to do much work in our lives. Some of this restoration takes the form of learning to acknowledge and reveal personal struggles with others. Student leadership development is a significant focus in our community as we discover, affirm, and develop individual strengths while living in relationship with others. Indeed, seeking authentic relationships with others pervades all aspects of campus life and is the foundation for Student Life goals and practices.

Position Type: This is a 10 1/2 month, live-in, salaried position that requires approximately 40 hours per work week with additional evening and weekend hours. The work contract runs from July 16 through May 31 with salary and College benefits covering a full twelve-month period. Additional benefits include an apartment with paid utilities and local phone service during the contracted Term of Appointment. A summer extension of lease is provided when the employee's contract is to be renewed. Two additional weeks of residency before and one week after Term of Appointment will be extended to all employees in good standing provided maintenance schedules can accommodate. Also provided is a meal plan when dining services are in operation, and vacation time as outlined in the job description.

General Description: Through genuine servant leadership and developed relationships with students, the Resident Director coordinates a comprehensive program designed to meet the academic, spiritual, social, physical, and emotional needs of students in the residence hall. The Resident Director will actively strive to provide a true community experience within the hall which is conducive to individual student growth and achievement as informed by the Sterling College mission statement. The Resident Director will also fulfill other community building and leadership development duties within the Student Life department as assigned.

Duties and Responsibilities

Residence Life:

1. Operate from a residential philosophy that results in the development of a supportive learning community as well as the achievement of the overall mission of Sterling College.
2. Assist with the Resident Assistant, Prayer Leader, and Student Chaplain programs in accordance with individual student growth and achievement goals. This will include conducting weekly hall staff meetings and weekly one-on-one RA meetings as well as other bi-weekly meetings.
3. Develop and conduct regular hall meetings to address community issues and mentor RAs as they do likewise for their individual wings.
4. Serve as a spiritual mentor for student staff and residents.
5. Oversee in-hall discipline procedures and assist in the implementation of appropriate accountability responses.
6. Build and maintain caring relationships with residents, serving as both a mentor and caregiver as is appropriate.
7. Spend time throughout the residence hall and at both residential life and college activities in order to build rapport with students.

8. Develop and implement interventions aimed at supporting all students' academic and personal success.
9. Assist in the coordination of housing assignments, room changes, and other Housing/Residence Life procedures.
10. Oversee the administrative duties associated with opening and closing of the hall, providing accurate reports, planning and controlling budget expenditures, and maintaining a clean and orderly physical environment.
11. Provide professional staff coverage in the residence hall emergency response system, rotating through both week night and weekend shifts.

Student Life:

1. Fulfill community building and leadership development duties as assigned. Typically, each Resident Director works in one "specialty area" to foster community and leadership development.
2. Assist in campus recruiting, retention, student learning, and security initiatives.
3. Provide regular coverage for one afternoon shift (3:00 –5:00 p.m.) per week in the Student Life office.
4. Attendance at weekly Student Life staff meetings.
5. Attend to the developmental needs of the campus community through developing good rapport with students, appropriate care giving relationships with individuals, and intentional educational efforts to address campus issues as a leader in our Campus Educational Team program.
6. Attend to own wellness and growth, modeling appropriate life balance. This includes but is not limited to regular worship at a local Christian church.
7. Participate in Student Life community development initiatives.
8. Assume other responsibilities as assigned by the VP of Student Life.

Additional Professional Expectations:

1. A schedule is to be developed in conjunction with the VP of Student Life that affords, at a minimum, 40 hours per work week in intentional professional activity. This schedule will include set hours during several evenings each week. Additionally, Resident Directors are expected to have an intentional presence in the residence hall at least one Friday and one Saturday night each month.
2. Holidays: In the context of the hall staffing schedule, Resident Directors will receive or be compensated in time off for official holidays that occur during the Term of Appointment that all Sterling College staff receive.
3. Vacation: In the context of the hall staffing schedule, Resident Directors will receive one three day weekend per month. A four day weekend may be granted once each semester. These days are to be approved 30 days in advance with the Vice President of Student Life.
4. A minimum dress code is "business casual" during work activities except in the event of work done to intervene in campus emergencies. Appropriate dress would be expected at more formal college events.
5. Weekly attendance at one of the Sterling College Chapel options.
6. Professional levels of communication with colleagues, staff members, supervisors, and others in the campus and surrounding communities regarding all relevant issues. This encompasses issues of confidentiality, timeliness, demeanor, and appropriateness of format.

Minimum Qualifications:

1. Growing and vital Christian commitment
2. Bachelor's degree, with a Master's in Student Affairs or related field preferred
3. Group living experience
4. Exceptional interpersonal, leadership, and organizational skills
5. Sincere commitment to the goals and mission of Student Life and Sterling College as a Christian liberal arts institution affiliated with the Presbyterian Church (USA).
6. Demonstrated personal maturity
7. Ability to work independently and make good decisions appropriate to the position

Application Process: A complete application includes a letter of interest, resume, list of three professional references, and responses to the attached questions. Applications will begin to be reviewed immediately and will be accepted until the position is filled. Send applications or direct inquiries to: Tina Wohler, Vice President of Student Life, Sterling College, 125 W. Cooper, Sterling, KS 67579, by phone at (620) 278-4236, fax at (620) 278-4367, or via email at twohler@sterling.edu.

Applicant Questions

With the preceding information as a context, please respond to each of the following questions. Please limit answers to one page or less. Send your responses to: Tina Wohler, Vice President of Student Life, Sterling College, 125 W. Cooper, P.O. Box 98, Sterling, KS 67579, by fax at (620) 278-4367, or via email at twohler@sterling.edu.

Question 1: Can you affirm the following statement (of faith)?

Our faith: The board, faculty, administration and staff possess an active and visible Christian faith which encourages the entire campus community in its pursuit of a wholesome and practical Christian life. We personally trust and collectively bear witness to the one, eternal God, revealed as Father, Son and Holy Spirit. We are redeemed from our sins by Christ's life, death and resurrection, and it is by God's grace alone that we joyfully receive our salvation through a personal faith in Christ Jesus. God the Holy Spirit is active, providing us with God's sustaining presence and power, and working sanctification in the faithful. We believe in the life of the world to come in which righteousness will dwell and God will reign forever. We accept the inspiration and authority of Scripture (both Old and New Testaments) which directs our daily living and illumines our minds, and we embrace the Church as the body of Christ and God's witness of His love in the world.

Please amplify by summarizing your Christian experience, doctrine, and practice.

Question 2: How does your Christian faith relate to the leadership in Residence Life?

Question 3: What role should Student Life play in the education of a student in a Christian liberal arts context?

Question 4: Sterling College is driven by a Christ-centered servant leadership approach in developing students. Since servant leadership is central to our vision, please define servant leadership and address how you would envision and facilitate the integration of servant leadership principles and skills into Residence Life?

Question 5: Of all the student development or student ministry positions that are available, why is a position in residence life attractive to you?

Question 6: Each Resident Director at Sterling College also provides leadership in one "specialty area." These typically include, but are not limited to, student activities, international affairs, intramurals, orientation, and others. What specialty area would be of interest to you? (Feel free to think "outside of the box" and not limit yourself to the above list.)