



### ***Position Description: Assistant Resident Director***

**About Sterling College:** Sterling College is a Christian liberal arts college. 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 15 hours per work week with additional evening and weekend hours. The work contract runs from July 16 through May 31 and is paid over 12 months. Additional benefits include an apartment with paid utilities 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 Assistant Resident Director assists the Director in coordinating a comprehensive program designed to meet the academic, spiritual, social, physical, and emotional needs of students in the residence hall. The Assistant Resident Director assists in providing 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 Assistant Resident Director will also fulfill other community building and leadership development duties within the Student Life department as assigned.

#### **Minimum Qualifications:**

1. Growing and vital Christian commitment
2. Bachelor's degree
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.
6. Demonstrated personal maturity
7. Ability to work independently and make good decisions appropriate to the position

## **Duties and Responsibilities:**

### ***Personal and Community Expectations***

Being an Assistant Resident Director is a demanding and challenging journey that requires flexibility, patience, and passion. In order to sustain oneself and be effective in the role, an Assistant RD must continually and actively pursue personal well-being through a variety of sources.

1. Maintain personal spiritual disciplines, including prayer and Scripture reading.
2. Be a role model by living a mature, Christian lifestyle and seeking to continually grow in Christ.
3. Connect to and regularly attend a local church.
4. Adhere to all university policies faithfully and live above reproach.
5. Handle mistakes directly and promptly with utmost integrity.

### ***Administrative Responsibilities:***

In order to effectively manage all that is required, it is essential to be diligent and thorough with the expected administrative functions. This will serve the Residence Life team and the institution by providing accurate and timely information as well as ensuring efficient and effective programs. It will also ultimately serve students by providing them the best services available.

1. Assist the RD in the administrative duties associated with opening and closing of the hall.
2. Provide professional staff coverage in the residence hall emergency response system, rotating through both week night and weekend shifts.

### ***Professional Expectations:***

An Assistant RD has the privilege of living with students and experiencing college life through that unique lens. Still, the Assistant RD is a professional employee of the college, and must be set apart from students accordingly so that roles are not confused and the Assistant RD can most effectively carry out the essential functions of the position.

1. Participate in the planning and implementation of the ongoing RA Training Program (includes Fall and Spring Training).
2. Check voice mail, e-mail, and Student Life mail box daily.
3. Carry the RD on Duty cell phone, at all times, when on duty.
4. Fulfill on-duty expectations as assigned.
5. Meet on a regular basis with VP of Student Life.
6. Meet with Student Life Staff and other RDs for weekly business and professional development meetings.
7. Respect others by being punctual and attentive.

### ***Responsibility to Residents:***

The Assistant RD along with the RD ultimately sets the tone of the environment in their living area, and is expected to foster a positive community by being involved and visible in the area and investing in the students there.

1. Lovingly confront students who are living unhealthy lifestyles or violating community standards, referring them to Student Life if necessary.
2. Being available a minimum of ten hours a week within the residence halls for student interaction.
3. Attend area events on a regular basis (i.e., theater plays, music events, athletic events, etc.).
4. Make knowing residence area students' names by Fall Break an important priority.
5. Build and maintain caring relationships with residents, serving as both a mentor and caregiver as is appropriate.
6. Serve as a spiritual mentor for student staff and residents.

### ***Co-Curricular / Educational Expectations:***

Life outside of the classroom is critical for the growth, development, and educational experience of students. Therefore, the Assistant RD is considered to be an educator, implementing and facilitating intentional learning

in the residence area through educational programs.

1. Assist in coordinating hall-wide social programs.
2. Assist the Student Life Staff in assessing what issues students are struggling with and coordinate programs to address them.
3. Assist in planning hall programs with RAs and Student Organizations.
4. Develop and implement interventions aimed at supporting all students' academic and personal success.

#### ***Facility Management:***

It is important to offer a premier living environment that fosters appropriate student learning and development through the regular and diligent maintenance of the residence area facility.

1. Assist in maintaining facility by regularly evaluating facility maintenance and cleanliness, reporting issues, and following up with Maintenance Department as necessary.
2. During rounds, tour each building to check for maintenance and housekeeping needs.

#### ***Responsibility to Resident Assistants:***

RA's are the primary means by which the RD implements the mission and vision of the residence area. The success of the RA is critical to the success of the Residence Life program, and consequently Sterling College. Therefore, the responsibility of the RD to the RA has substantial importance.

1. Assist the RD in the weekly RA Meeting.
2. Develop and conduct regular hall meetings to address community issues and mentor RAs as they do likewise for their individual wings.
3. Act as a leader to establish hall goals and expectations for all student leaders.
4. Work with RDs and RAs on coordinating hall programs.
5. Participate in Selection, Training and Evaluation of RA Staff.
6. Hold RAs accountable to their job description through ongoing feedback as well as a formal performance evaluation in January.
7. Conduct weekly hall staff meetings and weekly one-on-one meetings as well as other bi-weekly meetings.

#### ***Student Life:***

1. Assist in campus recruiting, retention, student learning, and security initiatives.
2. Attendance at weekly and monthly Student Life staff meetings.
3. Address campus issues as a leader by developing good rapport and involvement with students, staff, faculty, and coaches.
4. Attend to own wellness and growth, modeling appropriate life balance. This includes but is not limited to regular worship at a local Christian church.
5. Participate in Student Life community development initiatives.
6. Assume other responsibilities as assigned by the VP of Student Life.

#### ***Additional Professional Expectations:***

1. A schedule is to be developed that affords, at a minimum, 15 hours per work week in intentional professional activity. This schedule will include set hours during several evenings each week.
2. Vacation: In the context of the hall staffing schedule, Assistant Resident Director 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.
3. 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.
4. Weekly attendance at one of the Sterling College Chapel options.
5. 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.

**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 direct inquiries to: Kimberly Christian, Vice President of Student Life, Sterling College, 125 W. Cooper, Sterling, KS 67579, by phone at (620) 278-4232, fax at (620) 278-4367, or via email at [kimberly.christian@sterling.edu](mailto:kimberly.christian@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 application and responses to: Human Resources, Sterling College, 125 W. Cooper, Sterling, KS 67579, by fax at (620) 278-4367, or via email at [mhall@sterling.edu](mailto:mhall@sterling.edu).

**Question 1: Describe your personal relationship with Christ and your prayer life.**

**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: What do you feel you can bring to the Assistant RD position?**