

STERLING COLLEGE

Job Description

Student Life - Residential Education Director

Reports to: Vice President for Student Life

Description:

Through genuine servant leadership and developed relationships with students, the Resident Education Director coordinates a comprehensive program designed to meet the academic, spiritual, social, physical, and emotional needs of students in the residence hall. The Resident Education 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 Education Director will also fulfill other community building and leadership development duties within the Student Life department as assigned.

Responsibilities:

- Must be able to assist with educating, implementing and facilitating intentional learning in the residence area through educational programs.
- Coordinate hall-wide social programs as well as programs with REAs.
- Assist the Student Life Staff in assessing what issues students are struggling with and coordinate programs to address them.
- Develop and implement interventions aimed at supporting all students' academic and personal success.
- Assist in the coordination of housing assignments, room changes, and other Residence Life procedures.
- 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.
- Provide professional staff coverage in the residence hall emergency response system, rotating through both week night and weekend shifts.
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- Participate in the planning and implementation of the ongoing REA Training Program (includes August and Spring Training)
- Fulfill on-duty expectations as assigned.
- Meet with Student Life Staff and other REDs for weekly business and professional development meetings.
- Conduct monthly Wellness Checks with REAs throughout the buildings to ensure students are taking care of themselves and Sterling College property.
- Operate a professional office, including regularly scheduled and posted office hours (approx. 9:00am to 5:00pm).
- Oversee in-hall discipline procedures for violations against handbook or Community Life Covenant and assist in the implementation of appropriate accountability responses.
- Be available a minimum of fifteen hours a week within the residence halls for student interaction.
- Attend area events on a regular basis (i.e., theatre plays, music events, athletic events, etc.).
- Build and maintain caring relationships with residents, serving as both a mentor and caregiver as is appropriate.

- Oversee facility by regularly evaluating facility maintenance and cleanliness, reporting issues, and following up with Maintenance Department as necessary.
- Oversee the assessment and payment for damages during check-outs and throughout the year.
- Participate in Selection, Training and Evaluation of REA staff.
- Develop and conduct regular hall meetings to address community issues and mentor REAs as they do likewise for their individual wings.
- Fulfill community building and leadership development duties as assigned.
- Assist in campus recruiting, retention, student learning, and security initiatives.
- Address campus issues by developing good rapport and involvement with students, staff, faculty, and coaches.
- Participate in Student Life community development initiatives.
- Meet on a regular basis and assume other responsibilities assigned by the VP of Student Life.

Qualifications:

- Must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College.
- Must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.
- Be a role model by living a mature, Christian lifestyle and seeking to continually grow in Christ.
- Adhere to all college policies faithfully.
- Be able to handle mistakes directly and promptly with utmost integrity.
- Have a growing and vital Christian commitment
- Must be patient, flexible and passionate
- Group living experience
- Exceptional interpersonal, leadership, and organizational skills
- Sincere commitment to the goals and mission of Student Life and Sterling College as a Christian liberal arts institution.
- Demonstrated personal maturity
- Ability to work independently and make good decisions appropriate to the position
- A two-year commitment will be given preference.

Essential Job Functions:

- Must be able to push, pull, and lift a minimum of 25 pounds.
- Must be able walk up and down stairs and climb ladders.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force in order to thrust forward, downward or upward.
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

Education/Experience:

- Bachelor's degree

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.