

JOB TITLE: Resident Director

REPORTS TO: Dean of Student Affairs

DEPARTMENT: Office of Student Affairs

START DATE: As Soon As Possible

CLASSIFICATION: Part-Time Staff

SALARY: Negotiable

The Resident Director (RD) serves as a member of the residential life team and supports student learning and development outside of the classroom and in the residential buildings. All RDs coordinate campus-wide and regionally based programming efforts and student development initiatives, counseling, crisis intervention and on-call coverage; assist in the hiring, training and evaluation of Resident Assistants (RAs) and provide support to operational processes within the Office of Student Affairs.

Qualifications:

- Bachelor's degree and 1-3 years of paraprofessional or undergraduate experience working in a higher education setting
- Prior experience supervising a paraprofessional student staff
- Prior experience developing students
- Evidence of cultural competence and inclusiveness; sensitivity to and understanding of diverse perspectives that students and staff bring to their work, including those of academic, socioeconomic, culture, race and ethnicity, ability, gender, sexuality and intersectional identities
- Effective oral and written communication skills
- Strong organizational skills and attention to detail required
- Demonstrated ability to work independently as well as in a team environment, and to work collaboratively with students and colleagues
- Demonstrated sound judgment and integrity

Working Conditions:

While performing the duties of this job you may be required to lift and or move heavy items. You will also be required to work irregular hours, including nights and weekends.

Minimum Requirements:

Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to: <https://www.andrewcollege.edu/employment-opportunities/> or to Jennifer Mitchell, Director of Human Resources hr@andrewcollege.edu

The review process will begin immediately and will continue until the position is filled.

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.