DIRECTOR, RESIDENCE LIFE & STUDENT CONDUCT
DIVISION OF STUDENT AFFAIRS

Shorter University is currently accepting applications for the position of Director of Residence Life & Student Conduct. The primary function of the Director of Residence Life and Student Conduct are to administer and oversee student life in the residence halls on the Shorter University campus including coordinating housing assignments, supervising all Residence Life staff, and presiding over the student conduct system. The position is also involved in campus events and programs that may occur on weeknights and weekends. This position reports directly to the Vice President for Student Affairs & Dean of Students.

Job Responsibilities

Residence Life:

- Provide leadership for the area of Residence Life.
- Coordinate supervision, maintenance, and programming for the residence halls.
- Supervise the Resident Directors and Resident Assistants.
- Coordinate and supervise residence hall programs.
- Model caring relationships with students through personal interaction and as an effective role model of a committed Christian life.
- Assign and maintain housing assignments for a healthy living environment for all residential students.
- Recruit, select, and train Resident Assistants and Resident Directors to ensure safe and enriching environments are maintained.
- Manage budget for Residence Life office.
- Be prepared to assist in crisis intervention situations and to offer support and follow up with students.
- Prepare reports as requested by the Vice President of Student Affairs & Dean of Students

Student Conduct

- Enforce university regulations in a manner that is educational.
- Determine appropriate sanctions for actions that violate housing regulations and principles of conduct in a manner that is educational and beneficial for the student, campus community, and local community.
- Maintain all records and student conduct statistics and prepare reports as requested by the Vice President of Student Affairs & Dean of Students.

Additional Information

This position functions during the normal University business hours (8:30 a.m. to 5:00 p.m. with a one-hour lunch break), with frequent evening and weekend responsibilities. The Director is required to live in on-campus housing.

Required Knowledge, Skills, and Abilities

The successful candidate will be guided by high morals and character that exemplify their Christian beliefs in their everyday walk, possess a strong work ethic, and resilience to a fluid work schedule.

- Previous experience working in residence life.
- Bachelor’s Degree in student affairs or related field required. Master’s a plus.
• Knowledge of the University’s mission, purpose, goals, and initiative in implementing them in Residence Life & Student Conduct.
• Strong interpersonal skills in working with students, faculty, and staff on a one-to-one basis.
  Strong interpersonal communication skills, including proficiency in writing and speaking.

Apply for Director of Residence Life & Student Conduct using the link below:
https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=163a046e-9138-461f-9b4c-f9dbe77a4748&ccId=19000101_000001&jobId=341249&lang=en_US&source=CC4

Shorter University is a Christ-centered University affiliated with the Georgia Baptist Mission Board and requires employees to be committed Christians.

Transforming Lives through Christ