



**Male
Residence Director**

Job Title:	<i>Residence Director</i>
Department:	<i>Student Life Department</i>
Faculty/Staff/Management:	<i>Staff, non-management</i>
Load/Term:	<i>Aug. 1st to Apr. 30th (renewable)</i>

Job Purpose

The Male Residence Director (RD) is a non-management, professional staff member, residing on campus, and is responsible for the implementation and development of community life programming in CBC's residences. This position is designed to provide leadership primarily to student leaders (Head Residents and Resident Assistants). They will mentor, disciple, and equip students to become mature followers of Jesus within a college resident setting. They will provide assistance in the ongoing management of the college residence.

Duties and Responsibilities

- To provide leadership and support for resident student leaders
- To provide mentoring & discipleship to students
- To assist in managing the needs of resident students
- To be the "first response" for students
- To initiate contact with resident students in order to develop relationships and create ministry opportunities
- To intervene in constructive and restorative ways in student problems and behavior as they arise
- To assist in planning and implementing of programs for leadership training (i.e. Leadership Training Camp and Leadership Training Seminar)
- To assist in management of residential facility and general hall operations, including student resident placement
- To assist with recruitment, selection and training of student paraprofessional residence staff
- As appropriate, manage student conduct in accordance with college responsibilities of membership and accountability procedures

Employee Signature: _____
Supervisor Signature: _____
Date Signed: _____

Schedule "A"

- Job hours are not 9-5 but consist of times of being on duty and evening responsibilities with students (i.e. dorm fellowship, unit meetings, room checks). There are rotational office times as well. Flexibility in hours is to be expected.
- To assist in first day registration and welcoming
- To share in weekday and weekend emergency "on-call" responsibilities
- Serve on various committees which relate to specific areas of responsibility
- There is a "Residual Duty" component to this job; these are unexpected opportunities as they arise to serve and care for the larger CBC community. This component needs to be closely monitored by you and your supervisor to avoid burn out.

Qualifications

A. Education:

- A BA graduate, with a focus in counseling & caregiving, youth work or similar field of study

B. Experience:

- 2 years previous work with student population, youth ministry, or involvement in student leadership is desirable
- Member or willingness to become a member of the Canadian Association of Christians in Student Development

Skills and Abilities

- The ability to model what it means to be a follower of Jesus
- The ability to lead a team of college student leaders

Expectations

- To model to students in character & behavior the "Expectations & Guidelines of the CBC Community" as outlined in the Student Handbook
- To be a good team player in Student Development (specifically Community Life), recognizing that they are part of the larger team
- To keep all relationships healthy
- To live in Residence; a separate room/suite is provided
- To work as a team to develop creative, corrective and redemptive procedures (i.e. contracts, work duty, probationary procedures, etc.) in disciplinary matters.
- To assist in the identification of non-CBC people who make unauthorized use of College facilities; encourage them to leave and then notify security.

Employee Signature: _____

Supervisor Signature: _____

Date Signed: _____

Schedule "A"

- To note and report maintenance needs of the Collegium and public buildings and/or areas to the Maintenance Department

Direct Reports

- The Residence Director is accountable directly to the Dean of Men as their immediate supervisor
- Supervision of Resident Student Interns and Resident Assistants as assigned

Grid Classification:	<i>Start G1</i>
Date Approved by HR Committee:	
Reviewed:	

Employee Signature: _____
Supervisor Signature: _____
Date Signed: _____