

# COLUMBIA BIBLE COLLEGE

## Job Description - Resident Leader



As part of the Student Development team, Resident Leaders (RL) are crucial in helping to establish a community environment within the residences that are conducive to academic, spiritual, and social development, primarily through leading weekly unit meetings and the building of intentional relationships with students under their care. The RL is to be a student who displays an authentic and growing relationship with Jesus and has a desire to support holistic growth in the lives of others. RLs play a vital role in assisting students to navigate their College experience at Columbia.

### **Resident Leaders are required to meet the following expectations:**

- The RL must be a mature, responsible student, who is respected within the CBC community.
- The RL is expected to uphold all CBC community standards.
- The RL is expected to have completed at least one year of academic studies at CBC.
- The RL is expected to have a 2.5 cumulative GPA.
- The RL is limited to 15 academic hours per semester not including leadership connection.
- The RL is limited to one extra-curricular commitment beyond their leadership role.

### **Compensation:**

- The RL will receive a \$2,000.<sup>00</sup> stipend for the academic year.
- The RL may be eligible to receive Service Practicum credit for their role.
- The RL has the opportunity to apply for a Resident Discount (applicable only to third and fourth year students; Awards are between \$1,000.<sup>00</sup> and \$1,500.<sup>00</sup>).

### **Job Responsibilities:**

#### **1. Pastoral Care:**

- Develop and maintain an atmosphere conducive to the spiritual growth of each student primarily through the leading of weekly Unit Meetings, mentoring and modeling a Godly life.
- Establish intentional relationships with each student in your Unit.
- Seek to promote a safe place for connection among students.
- Facilitate and encourage an atmosphere conducive to study in the residences.
- Be available to counsel students within the limits of your training and abilities on academic, social and spiritual matters. When beyond the limits of your training and abilities refer students in need of more in-depth assistance to the appropriate individual (RD, Dean of Students, or the Counselling Services Supervisor).
- Be aware of the health and wellbeing of students in your Unit; report any concerns, extended illnesses, or absences from residence to your Residence Director (RD) as soon as possible.
- Be on-call 1-2 weekends per semester for minor incidences (locked out of rooms, minor first aid) a phone will be provided.

#### **2. Accountability and Support:**

##### **The RL is responsible to:**

- Maintain a close working relationship with your respective RD.

- Attend weekly meetings with your RD for mentorship, accountability and encouragement (one-on-one and group). (Female RLs will meet weekly as a group on Wednesday evenings at 9pm, unless otherwise stated by the Female RD).
- Assist the RD as requested in planning or facilitating residence programs.
- Disseminate information pertaining to residence life as well as communicate, clarify, and uphold school policies to residence students in a consistent manner.
- Maintain positive working relationships with fellow student leaders while at the same time recognizing that you are part of the larger Student development team.
- Weekly check rooms in your Unit for cleanliness and damage. Submit all maintenance issues by logging into MYCBC on the website and selecting 'maintenance request'.
- Attend all chapels and Dorm Fellowships.
- Assist in the setup, take down and facilitation of new student welcome and Orientation at the beginning of both the Fall and Winter Semesters.
- Be in full attendance at the Fall and Winter Leadership Retreats, New Student Retreat as well as all weekly Leadership Connections.