RESIDENT DIRECTOR
(FULL-TIME, 10 MONTHS)

RESIDENT DIRECTORS ARE GENERALLY APPOINTED FOR UP TO A FOUR-YEAR PERIOD, IN CONSULTATION WITH THE ASSOCIATE DEAN OF STUDENTS

STUDENT LIFE
START DATE: AUG. 1, 2013
HIRING RANGE: $27,280 - $28,884

Application review will begin February 12, 2013. The position remains open, and applications will be reviewed, until filled.

FUNCTION:
The resident director’s (RD’s) position is a 10-month live-in position. Whitworth provides room, including utilities and board. The RD assists students in building a community living-learning environment that contributes to their intellectual, interpersonal, physical, and spiritual development. In addition, the RD is responsible for or assists in at least one Whitworth Student Life Divisional program area.

RESPONSIBILITIES AND RELATED DUTIES:
A. Residence Area Responsibilities (approximately 90%)
1. Serve as a positive role model for RAs and residents.
   • Affirm the centrality and applicability of your Christian faith through behavior and expression of values and ideals that are projections of that faith.
   • Affirm the mission, goals and Christian heritage of Whitworth University
   • Demonstrate support for the philosophy of Whitworth Student Life, the programs of Whitworth Residence Life, and the regulations and ordinances directing community behavior and personal lifestyle.
   • Demonstrate the ability and willingness to become personally involved with RAs and residents, and their developmental tasks.
2. Serve as a leader to RAs, the residence leadership team, and residents.
   • Present experiences, training, and information to RAs and the leadership team that will promote their leadership skills, development, and interpersonal competencies.
   • Review each RA’s progress toward goals; provide support, guidance, and redefinition of those goals.
   • Meet with RAs individually and as a group each week. Disseminate information, provide training experiences, foster personal and professional growth, and develop a sense of team cohesiveness and vision. Meet regularly with members of the Whitworth Residence Hall Leadership Team.
   • Provide guidance, support, and information for RAs to enable them to fulfill their responsibilities.
   • Maintain a visible presence in the residence halls.
3. Serve as a member of the Whitworth Residence Life Team
   • Attend and participate in weekly residence life orientations, training sessions, and meetings as convened by the associate dean of students.
   • Utilize RAs in the development and execution of a broad range of programs.
   • Raise awareness of university services and resources so that RAs are able to make referrals.
   • Insure that RAs and residents are aware of university and residence polices and that RAs are adequately informed and trained in the enforcement of these policies.
   • Insure that RAs are trained to respond to crisis situations.
   • Develop, in cooperation with the associate dean of students, specific goals and objectives to be achieved as part of his/her resident director responsibilities.
4. Serve as an administrator.
   - Oversee the check-in/check-out procedures, including key handout and collection; assume ultimate responsibility for its accuracy and completion.
   - Coordinate room changes, occupancy, and room assignments with the housing office.
   - Conduct routine inspections of the residence facility and promptly report damages and/or vandalism using work orders.
   - Schedule, administer, and supervise evening program coverage and activities.
   - Maintain knowledge of residence security systems (fire equipment, alarms, doors, and locks), and verify their working condition through scheduled fire drills and inspection of doors, locks, and fire extinguishers.
   - Promptly report all maintenance needs.
   - Participate in residence life staff and residence life program evaluations (two per year); complete evaluations, reports and forms as requested by the associate dean of students.
   - Participate in the selection of residence life staff members.
   - Maintain records of residence area disciplinary actions, staff performance, and personal performance.

B. Program Coordination Responsibilities (approximately 10%)
   1. Assist in program development and delivery in one or more areas of need in the Whitworth Student Life Division.

QUALIFICATIONS, SKILLS AND ABILITIES:
   - Master’s degree in an area relating to student development, or B.A. or B.S. and full-time experience related to student development
   - Understanding of basic human development theory and its application to a residential setting
   - Competence in relational, interactive, and confrontational skills
   - Ability to teach in both formal and informal settings
   - Ability to develop and/or utilize schedules, records, reports, and forms to organize time, supervise staff, and manage a residence facility
   - Intercultural experience desired
   - A significant amount of walking and climbing stairs is required for this position.
   - A personal commitment to the Christian faith
   - Ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, or religious belief
   - An active commitment to equal opportunity for all persons
   - A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian Church (USA)
   - Background check required

APPLICATION PROCESS:
The following documents are required to complete the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.