



Title: Resident Director
Department: Housing and Residence Life
Supervisor: Director of Housing and Residence Life
Category: Exempt
Appointment: 12-month, Full time, Salary

Position Summary

The Resident Director (RD) of Forrest Hall is a male individual who intentionally enhances the mission of Toccoa Falls College by cultivating a uniquely Christian learning community that integrates the pursuit of truth with godly character to produce graduates prepared both personally and professionally for service. The RD is responsible for building Christ-centered living and learning communities that provide opportunities for student learning, student success, and authentic relationships. The RD plans, organizes, and directs community development, staffing functions, judicial processes, and administrative details for his students and directly supervises a staff of Resident Assistants (RAs).

Skills

- Spiritually mature Christian and in agreement with the college statement of faith; committed to the vision, mission and values of Toccoa Falls College
- Possesses a strong desire to work with college students
- Comfortable with confrontation, accountability, and discipline
- Proven verbal and written communication
- Judgment and decision making; considers the relative costs and benefits of actions
- Experience managing a budget and financially responsible; determines how to effectively spend money, and accurately accounts for these expenditures
- Critical thinker; uses logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Proficiency in computer software programs

Responsibilities

- Must live in provided, on-campus housing
- Must be willing to work a flexible schedule, including evening and weekend hours
- Creates an atmosphere within the residence hall that encourages the academic, spiritual, and social development of each student
- Educates students on the policies, behavioral standards, and philosophy of Toccoa Falls College, emphasizing the importance of building healthy, Christ-centered communities
- Actively serves as a participating member of the Housing and Residence Life team
- Actively involved in the RA selection process
- Assists with RA training and development
- Mentors a team of male RA's to include conducting regularly scheduled group and one-on-one meetings
- Provides ongoing training and supervision to RA's, accountability, and evaluation
- Establishes visibility, availability, and approachability with students by being present in residence hall and terrace areas, individual student rooms, and around campus; counsels students one-on-one, as needed

- Develops and implements an educational programming curriculum relevant to student needs; assesses and evaluates programs and makes adjustments as necessary
- Initiates and oversees recreational and social events for residents, with assistance from RA's
- Develops and implements the room selection process; places residents in appropriate housing based on preferences
- Addresses residents whose behavior is destructive to the campus community, or to the resident himself, and establishes appropriate accountability/discipline to seek restoration and behavioral change
- Reports recurring misconduct to the Director of Housing and Residence Life
- Maintains open communication with other departments (Center for Academic Success, Student Health Services, and Counseling Center) and refers residents as necessary
- Keeps accurate count of all residence hall and terrace furnishings, and assesses damage charges when appropriate
- Oversees, in conjunction with the maintenance and custodial departments, the overall upkeep and facility care of the residence hall, being careful to report any needed repairs or safety concerns to the appropriate departments on a daily basis
- Manages residence hall to include the handling of keys, fire protocols and procedures, hazardous weather procedures and alerts, and knowledge of first response medical emergency protocols
- Maintain accurate housing floor plans of residence hall and update on a regular basis
- Supervises the opening and closing of the residence hall each semester
- Enforces proper check-in and check-out procedures
- Handles direct responsibility of residence hall finances
- Prioritizes and completes administrative and operational tasks
- Completes additional duties as assigned by the Director of Housing and Residence Life

Experience and Education

- Bachelor's degree required
- Experience serving as an RA, ARD, RD or in another Residence Life position is preferred, although not required

Physical requirements

Must be able to climb steps and lift files and boxes weighing up to 25 pounds

Application Process

A cover letter and resume, along with a completed TFC staff application should be sent to: Mary Kaye Ritchey, Director of Human Resources, Toccoa Falls College, 107 Kincaid Dr. MSC750, Toccoa Falls, GA 30598 or via email to mritchey@tfc.edu. Review will begin immediately and the position will remain open until filled. The TFC staff application can be found at <http://www.tfc.edu/employment/>. All application materials must be submitted in order for a candidate to be considered.