



**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) enhances the mission of Toccoa Falls College by developing Christian servant leaders who will impact their world through Scripture, truth, wisdom and service. The RD is responsible for building mutually respectful 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, student conduct processes, educational programming, and administrative details for the students and directly supervises an Assistant Resident Director (ARD) and Resident Assistants (RA's).

### **Responsibilities**

- Must live in on-campus housing provided by the College.
- Must be willing to work a flexible schedule, including evening and weekend hours.
- Create an atmosphere within the residence halls that encourages the academic, spiritual, and social development of each student.
- Create an inclusive environment that promotes an appreciation of diversity and differences.
- Educate students on policies, behavioral standards, and philosophy of Toccoa Falls College, emphasizing the importance of building healthy, Christ-centered communities.
- Actively serve as a participating member of the Housing and Residence Life team.
- Actively involved in the RA selection process.
- Assist with RA training and development.
- Supervises a team of RA's that include conducting regularly scheduled group and one-on-one meetings, accountability and performance evaluations.
- Establish visibility, availability, and approachability with students by being present in the residence and campus communities.
- Develop and implement an educational programming curriculum relevant to student needs; assess and evaluate programs and make adjustments as necessary.
- Implement the room selection process; place residents in appropriate housing based on preferences.
- Oversee assigned processes related to student conduct intervention and community respect.
- Monitor inventory of all residence hall furnishings and assess damage charges when appropriate.
- Partner with maintenance and custodial departments to ensure the overall upkeep and facility care of the residence halls.
- Manage residence hall inventory of keys, fire protocols and procedures, inclement weather procedures and alerts, and knowledge of first response medical emergency protocols.
- Maintain accurate housing floor plans of residence halls and update on a regular basis.
- Supervise the opening and closing of the residence halls each semester.
- Enforce proper check-in and check-out procedures.

- Prioritize and complete administrative and operational tasks.
- Complete other duties as assigned.

### **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.
- Ability to work in a team based environment that includes faculty, staff and students.
- Comfortable with confrontation, accountability, and discipline.
- Ability to partner with various campus departments that promote student success.
- Effective verbal and written communication.
- Ability to exercise sound judgment and decision making.
- Experience managing a budget and promotes financial responsibility within the workplace.
- Demonstrates strong critical thinking skills to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

### **Minimum Qualifications**

- Bachelor's degree.
- Experience serving as an RA or in a related residential community position.

### **Preferred Qualifications**

- Master's degree in Higher Education Administration, Student Affairs, Counseling, or related field.
- Working experience within Student Affairs.
- Experience advising student groups.

### **Physical Requirements**

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

### **Application Process**

Review of applicants will begin immediately and will continue until position is filled. Applicants should submit a resume, cover letter, and staff application (found at [www.tfc.edu](http://www.tfc.edu) under the 'Jobs at TFC' link) to Mary Kaye Ritchey, Director of Human Resources. Email: [mritchey@tfc.edu](mailto:mritchey@tfc.edu); phone: 706.886.6831 ext. 5238. All materials remain confidential. Members of minority groups are encouraged to apply.