



Title: Resident Director

Department: Housing and Residence Life

Supervisor: Director of Housing and Residence Life

Category: Exempt

Appointment: 10-month, Full time, Salary

Position Summary

The Resident Director (RD) of Fant & LeTourneau Halls is a female 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, student conduct processes, and administrative details for her students and directly supervises a student staff of two Assistant Resident Directors and eight Resident Assistants (RAs). All RDs hold additional responsibilities, which can be evaluated, and adjusted or changed based on each individual as needed at the end of the academic year in May. These additional responsibilities will be tailored to the RD hired. Previous examples of additional responsibilities include overseeing Career Services throughout academic year, being the academic advisor to no more than 12 online students, and 2-3 hours per week of covering the front desk of Student Affairs as needed.

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.
- 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.

Responsibilities

Office of Human Resources

107 Kincaid Dr. MSC 750 | Toccoa Falls, GA. 30598 | 706-886-6831 | www.tfc.edu



- Must live in on-campus housing provided by the College.
- Must be willing to work a flexible schedule, including evening and weekend hours, during the assigned 43 weeks per year.
- Serve on-call on a rotating basis with other RDs
- 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 halls and campus communities.
- Counsels/Mentors students one-on-one as needed.
- Initiates and oversees recreational and social events for residents, with assistance from RAs
- Implement the room selection process; place residents in appropriate housing based on preferences.
- Partner with the Admissions Office to provide housing for prospective students during visit weekends.
- Oversee assigned processes related to student conduct intervention and community respect.
- Monitor inventory of all residence hall furnishings and assess damage charges when appropriate.
- Maintain open communication with other departments (Academic Success, Wellness Center, Maintenance, Student Accounts) and refer residents as necessary.
- 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, including secondary positions or additional responsibilities.

Application Process

Review of applicants will begin immediately and will continue until position is filled. Please visit www.tfc.edu/about-tfc/connect/jobstfc/ to access the staff application. Send completed application, resume, and cover letter to Mary Kaye Ritchey, Director of Human Resources mritchey@tfc.edu.

Anticipated Start Date

July 15, 2024

Contact Information

If you have questions about the position, please contact the Director of Housing and Residence Life at Toccoa Falls College via email (studentaffairs@tfc.edu).

Office of Human Resources

107 Kincaid Dr. MSC 750 | Toccoa Falls, GA. 30598 | 706-886-6831 | www.tfc.edu