Women’s Resident Director

General Overview

Great Lakes Christian College, located in Lansing, MI, is seeking to fill the position of Resident Director for the Women’s Dorm. The individual filling this position will be a part of the Enrollment Management Division of Great Lakes.

The candidate will be responsible for managing the affairs of the women’s dorm at Great Lakes. The dorm is made up of three floors of suites with living quarters for the Resident Director on the middle floor. Maximum capacity for the dorm is 72 but currently houses about 45 female students. The job description for the Resident Director is attached below.

It is the desire of the college to merge this position with the Admissions Recruiting Coordinator position to create a full-time position if the candidate desires to do so and is qualified. The candidate should indicate if this is their desire in the cover letter of their application. If there are no suitable candidates for a combined position, two part-time positions will be filled.

Great Lakes Christian College is a four year college focused on preparing servant leaders for the church and world. In the 70 plus years of existence, the college has prepared numerous men and women for ministry positions and laypersons to serve the Kingdom of God. Our history gives hope for the future. Students are the key to our success. The position we are filling serves both as a means to recruit and to retain those students.

Great Lakes is in the process of remaking itself with an administrative team where three of the five members (including the Vice President of Enrollment Management) have been enlisted in the last three years. The Enrollment Management Division is also going through a transformation as well with the reassignment of responsibilities. Online education and off site educational opportunities are gaining a foothold and should expand the current enrollment. With an outstanding athletic program, GLCC is increasing enrollment. The Resident Director will help make Great Lakes ready to serve God’s kingdom for the years to come.
Application Process and Timeline

The deadline to apply is 5:00 PM, June 1, 2020. The search committee will review applications on June 2, 2020 and set up interviews starting that week. It is the search committee’s desire to select a candidate by June 12, 2020. A start date of June 29, 2020 would be ideal.

All applications should be emailed to Gregory A Stauffer, Vice President of Enrollment Management. The email address is gstauffer@glcc.edu. Applicants should be prepared to upload the following during the online application process:

1. Provide a cover letter (pdf)
2. Submit a resume (pdf).
3. Provide three references (pdf)
4. Respond to the following questions. Please keep each answer to less than one page in length (pdf).
   a. Describe your faith commitment and how that commitment is expressed by involvement within the body of Christ. Please include a brief church attendance history and any positions or responsibilities you have held.
   b. Describe what a healthy college student culture looks like and briefly explain how you would achieve it.
   c. Detail your life experiences that you believe make you qualified for the position of Women’s Resident Director.
Women’s Resident Director,
Great Lakes Christian College

Reports to: Vice President of Enrollment Management
Department: Student Life

Summary: The Resident Director will provide servant leadership and oversight to students (primarily female, on-campus) at Great Lakes Christian College. This position requires a female to live in campus housing, located within Matthews Hall.

General Functions
● Have a positive attitude toward meeting goals and the needs of students
● Have the ability to interact and build relationships with a wide range of people with diverse backgrounds
● Be committed to the mission and values of Great Lakes Christian College and Online Education

Specific Functions
● Lead weekly meetings with the female RA staff, helping them create programming and spiritual growth opportunities for their area residents
● Meet weekly with each individual female RA and hold them accountable in fulfilling their job descriptions as well as for personal growth and mentoring
● Help to create a positive and safe learning environment within the female residence hall by working with the Dean of Students in student conduct violations of the Student Handbook and Title IX violations.
● Be flexible and accessible for opportunities for personal guidance, counseling, & advising to GLCC students as needed
● Work with the RA staff in implementing campus-wide programs that meet the needs of residential living and consistent with your vision(s) while being responsible for the overall living quality for the female residence hall
● Help with the organization and execution of Residence Life Housing operations. These include: room assignments, roommate selection, check-in/check-out procedures, etc.
● Work with the Dean of Students in assisting with Orientation Week, the Crew and other all-campus activities throughout the year
● Work with the Academic Standing Committee to insure students are succeeding academically.
• Carry out any other responsibilities as assigned by the VP of Enrollment Management using your posted office hours to work on various tasks consistent with position
• Execute, implement, and communicate emergency protocol to students as needed (weather, fire, security, etc.)
• Assist with the selection, training, and supervision of RA staff
• Participate in strategic planning sessions for the goals/activities of the upcoming year
• Participate in appropriate professional development workshops and seminars as approved by the Vice President of Enrollment Management.
• Working closely with other departments within Great Lakes, give input and direction for the design, ordering and inventory of all Great Lakes Online Education promotional materials.
• Provide regular reporting on progress and activities.
• Other responsibilities and functions as requested by the Vice President of Enrollment Management and/or the Administrative Team.
• Display public support and pride in college initiatives, assist others in seeing the positive aspects of new initiatives and be seen by other members of the team as a positive influence.

Qualifications

• Education/Training – A Bachelor’s degree is recommended.
• Self-Driven – Must display the ability to be a self-driven, results oriented team player working independently with minimal supervision.
• Communication Skills – Effective communication skills required – both written and verbal.
• People Skills – A pleasant and helpful demeanor will assist in the favorable development of relationships
• Judgment – Sound decision making, prioritization skills, and prompt follow up are key elements.
• Acknowledge Jesus Christ as Lord and Savior and demonstrate personal maturity and godliness, agree with our statement of faith, and be involved with a local church body.
• Support the mission statement of “to create servant leaders in the church and world”.

Work Expectations
- Average Work Week Hours - 20 hours a week
- Be available within the residence hall
- Be present at college activities whenever possible

**Last Amended**

- 5/12/2020