

Reports to: Dean of Students

Department: Student Services

The Mission

Partnering in the education of our resident students, the Student Affairs staff fosters purposeful community, life-changing learning and holistic development in a Christ-centered environment.

The Resident Director will provide servant leadership and oversight to students (primarily residential) at Great Lakes Christian College. This position requires a Resident Director to live in campus housing.

Overall Functions

The Resident Director will help cultivate a safe environment that reflects GLCC's 4 pillars of conduct and mission. This includes but is not limited to mentoring students, providing guidance to the RA and Crew teams, participating in the Chapel/Small Groups program, and holding students accountable to the standards set forth in the handbook.

The Resident Director will stay in consistent communication with the Dean of Students discussing RA updates from their weekly meeting, students that are currently being mentored by, students of concern, disciplinary issues that have escalated to the Dean of Students, and proactive planning. Both the Men's and Women's Resident Directors are expected to function together as a team.

The Resident Director will:

- Display a positive attitude toward meeting goals and the needs of students
- Interact and build relationships with a wide range of people with diverse backgrounds
- Commit to the mission and values of Great Lakes Christian College.

Duties and Responsibilities

Housing

- Take responsibility for the organization and execution of Residence Life Housing operations. These include:
 - Room assignments
 - Men's RD – Hasty, Women's RD Matthews, Shared - Family
 - Roommate selection
 - Communicate with the Maintenance Crew what rooms will need furniture and how many before the beginning of each semester
 - Check-in/check-out procedures (Semester breaks and at beginning/end of academic year)
 - Condition and Repair of Dormitories
 - Keys distribution and tracking for all dorms

- Heaters and AC unit distribution and recovery
 - Examine rooms after each semester and assess if any fees are applicable.
 - All paperwork and forms related to housing)
 - Be available and on call in case of emergency.
- Oversee common facilities (lounges and laundry) in the dorms and Family Housing, including organizing weekly cleaning of common facilities, and tending to neglected laundry responsibilities
 - Men's RD – Hasty; Women's RD – Matthews, Shared – Family Housing
 - Conduct room inspections every week there is a Koinonia event (typically every 1st and 3rd Wednesday of each month)
 - Reach out to students and stay connected over the summer.
 - Execute, implement, and communicate emergency protocol to students as needed (weather, fire, security, etc.)

Resident Assistant Oversight

- Work collaboratively with the Dean of Students to create and execute an RA training program to prepare for each semester. This will include RA Training Week in August and RA Training Day in January, as well as any necessary training needed throughout the school year.
- Work with the RA staff in implementing campus-wide programs that meet the needs of residential living and are consistent with your vision(s) while being responsible for the overall living quality for the residence halls
- Meet with the entire RA team once a week to check in on how everyone is doing, give updates, listen to concerns and touch base on all events that are upcoming
- Meet with each RA individually (at least but not limited to) one time per week for an hour. Men meet with the Men's RD and women with the Women's RD.
- Meet once a month with the RA team to plan out interlock activities and logistics.
- Make appearances and interact at Interlock and Koinonia.
- Be available to hold impromptu meetings with RAs regarding new issues on campus that need to be addressed in a timely manner
- Encourage, invest and build up students that are potential RA material for the future
- Help conduct RA interviews and work as a team in hiring an RA team each year

CREW Oversight

- Attended weekly CREW meeting
- Brainstorm and support the CREW team with new ideas and activity nights
- Help plan and carry out major CREW events (i.e., Finals week, Aramadageddon, Film Fest, Christmas Party, Assassin, etc.)
 - Set up and tear down Major CREW events
 - Help with shopping for supplies for events
- Encourage, invest and build up students that could be future CREW leaders
- Help recruit volunteers to the Crew team
- Work in conjunction with the Dean of Students and the other Resident Director in interviewing and hiring CREW presidents

Discipline/Conduct

- Assist RAs in handling conduct issues and handbook violations
- Review Incident Reports and resolve conduct violations in accordance with the Student Handbook
- Determine when to escalate conduct violations to the Dean of Students and assist the Dean of Students in resolving conduct violations
- Communicate consistently with the business office about current fines and if the payments are up to date

Other Duties

- Support other departments with various activities when you notice something needs to be done
- Pray daily for our students and staff
- Attend GLCC sponsored sporting events
- Manage select line items of the Student Affairs budget under the direction of the Dean of Students
- Attend the Right Hand Left Hand weekly meeting to share student life plans for the week
- Attend the monthly All Staff meeting (typically the 4th Wednesday of each month during lunch)



Resident Director
Great Lakes Christian College
Position Description 2025-2026

- Participate in strategic planning sessions for the goals/activities of the upcoming year
- Attend Tuesday chapel and assist in chapel oversight
- Lead or participate in a chapel group
- Provide regular reporting on progress and activities to the Dean of Students
- Carry out any other responsibilities as assigned by the Dean of Students using your posted office hours to work on various tasks consistent with position
- 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 preferred.

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, demonstrate personal maturity and godliness, agree with GLCC’s statement of faith, and be involved with a local church body.

Support GLCC’s mission statement “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

Timeline

Candidate search began Feb. 10, 2025. Applications will be evaluated until the position is filled. Applicants may submit their C.V. and introductory letter to Dr. Brian Baldwin, Dean of Students, by email at bbaldwin@glcc