

# The Southern Baptist Theological Seminary

## Position Description

**Position Title: Boyce College Resident Director**

**Department: Boyce Student Life (2190)**

**Position Code: F0112**

**Date Prepared: 03/20/2019**

**FLSA Status:** Exempt Non-Exempt

**Full Time:** Yes  No

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### **JOB SUMMARY:**

The Resident Director oversees Boyce students residing on-campus, providing oversight, discipleship, counseling, community-building, and administration.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Oversee, shepherd, and serve 125-250 gender specific students.
- Partner with other resident directors for effective co-shepherding.
- Supervise, disciple, and train Resident Advisors and Assistant Resident Advisors for hall ministry.
- Respond to physical emergencies and spiritual crisis.
- Promote and attend all Boyce Student Life activities.
- Enforce all Student Handbook and residence hall policies.
- Oversee on-campus student housing, including housing assignments, maintenance requests, and other housing needs.
- Oversee and maintain accurate records for discipline, counseling, policies, and fines.
- Communicate interdepartmentally to ensure maximum student experience.
- Assist Dean of Students and Assistant Director with special projects.

Performs other duties as may be assigned by supervisor.

### **EDUCATION:**

The person in this position must have at least a bachelor's degree.

### **EXPERIENCE:**

The person in this position must possess the following characteristics:

- Personal spiritual maturity and a vibrant walk with Christ.
- Strong relational maturity and interpersonal communication skills.
- Clear leadership and discipleship ability with the 18-25 age group.
- Proven confidentiality and ability to engage in tense relational situations.
- Biblical counseling experience and skill including conflict resolution ability.

- Readiness to respond to physical emergencies and spiritual crises.
- Administrative and organizational efficiency.
- Love for college students and passion for campus ministry.
- Experience in student ministries is preferred.

**SUPERVISION:**

The person in this position will supervise Resident Advisors and Assistant Resident Advisors along with the residence hall as a whole. This supervision consists mainly of life-on-life discipleship, mentoring them through one-on-one and group meetings, guiding them as peer leaders of their respective halls, and leading them in community oversight and policy enforcement.

The person in this position will report to Dean of Students.

**WORK ENVIRONMENT:**

The person in this position will primarily work in residence halls and must be (a) willing to keep a diverse and flexible schedule, (b) capable of visiting the residential halls without physical assistance, and (c) capable of participating in diverse events and activities specific to college ministry.

**EQUIPMENT:**

The person in this position will use the following equipment: Computer, Microsoft Office, and diverse equipment related to event planning, campus events, training retreats, and dormitory life.