

<u>Residence Directors</u>	
JOB POSTING – 2 positions (married couple preferred)	
Division: Heritage College & Seminary	Job Location: Heritage Campus
Reports To: Dean of Student Services	Department: Student Services

About Heritage College & Seminary

Heritage College & Seminary exists to glorify God by partnering with churches in providing a biblically based education equipping men and women for life and ministry in the church and in the world.

Formed in 1993 from the merger of two respected institutions, Heritage has a rich history in providing academic excellence in the delivery of programs that help to shape biblical insight. The school is a place of worship that celebrates and cultivates God-given talents that make it possible for its graduates to major in the Word of God, so they can help churches make a world of difference.

About the Role

Heritage College & Seminary is seeking Residence Directors to join the Heritage family in fulfilling its mission of advancing the Lord's church through undergraduate and graduate programs and continuing education.

Reporting to the Dean of Student Services, the Residence Directors are accountable for the administrative aspects of residence programming. The Residence Directors are responsible for the student life programs within the residences, which include spiritual, social, and counselling programs.

The ideal candidates should have a proven track record, excellent communication skills, a strategic mindset, and the ability to work collaboratively. The roles require a strong commitment to ethical practices and maintaining high standards of professionalism.

Duties and Responsibilities

- Review, track, approve, and organize residence applications and allocate room assignments based on personality profiles.
- Supervise move-in and move-out days and participate in special events and orientation activities when required.
- Recruit, train, and oversee the Residence Assistants.
- Support students during medical emergencies and report the incident to the appropriate people.
- Help to coordinate summer apartment rentals.

- Conduct periodic inspections of the residences to ensure the health and safety of the students.
- Promote a positive, supportive, and spiritually healthy environment that is reflective of the school's values and mission statement. Resolve student issues and conflicts.
- Attend weekly department meetings as required.
- Organize and lead student small groups, fellowship opportunities, spiritual retreats, and other spiritually oriented activities.
- Administer policies for student life and the Residence Life Program.
- Encourage students in their academic and spiritual journeys.
- First point of contact for security alarms, minor emergencies, and equipment failures.
- Ability to work flexible hours including some evening and weekends.

Qualifications

- Diploma or bachelor's degree preferred.
- Knowledge of Microsoft applications, including Word, Excel, Outlook.
- The individual must have a minimum of two (2) years of demonstrated successful ministry experience.
- Experience in youth ministry preferred.