



POSITION ANNOUNCEMENT
Resident Director

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 10-month, live-in, **Resident Director** for its Student Life office on the Mount Vernon main campus. The position reports to the Director of Residence Life and will begin on July 12, 2023. The University pay grade for this position is "C". A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). An unfurnished apartment is provided, along with ten meals per week in the university cafeteria when classes are in session.

Responsibilities for this position include:

- Execute the mission of Mount Vernon Nazarene University by educating and supervising paraprofessional staff, managing a campus residence area, and developing a set of educational programs, activities and services for residential students within their living environment
- Provide primary supervision, staff development, and support for 4-8 student leaders. Meet regularly with each Resident Assistant or Student Mentor. Participate in the recruitment, hiring, and training of Residence Life student staff
- Participate in various Student Life meetings and division objectives. Attend appropriate/assigned Residence Life staff meetings. Serve on Student Life, university and departmental committees and project teams. Engage in professional development opportunities
- Foster a sense of teamwork and shared educational purpose by collaborating with other University faculty and staff
- Educate students regarding issues of Christian growth, meaning-making, lifestyle choices, relationship issues and other areas of personal development by making visits to students in their living units; counseling and referring students according to individual needs
- Conduct student disciplinary hearings for policy violations and work alongside the Director of Residence Life to determine appropriate sanctions for student conduct violations
- Develop the Student Life program to effectively provide educational, spiritual, recreational, and social activities on campus for students, both residential and commuter. Participate in the overall planning of the total Residence Life program while collaborating closely with other Residence Life Staff in carrying out these programs
- Perform various administrative tasks including documentation of incidents, organizing various housing forms, communicating work requests, and managing a hall budget
- Periodically serve as the RD On-Duty (2-3 weeks per semester) by responding to emergency and/or problem situations after hours, ensuring the safety and well-being of all residents
- Support the Director of Residence Life in other various projects, assignments, and tasks
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian confession of faith and experience with an understanding and appreciation of the heritage, doctrine, and practices of the Church of the Nazarene
- Bachelor's degree; Master's degree in field relevant to the work of residence life (preferred)
- Understand, envision, lead, and direct educationally focused communities of learners in both freshmen and upperclassmen environments
- Have working knowledge of Residence Hall style living
- Understand the socio-emotional and spiritual needs of college students – from freshmen to senior – and act upon such knowledge to create educational communities for students
- Understand general judicial policies and procedures and the university structure to work through the proper channels and complete tasks with accuracy and excellence
- Be self-motivated and solve complex problems with little or no supervision
- Demonstrate poise, assess needs, utilize judgment, and develop positive solutions according to University protocol in a variety of crisis situations
- Communicate effectively to students, other staff and faculty, and parents by phone, e-mail, memoranda, and in person
- Demonstrate a servant's heart and teachable spirit
- Follow instructions and work cooperatively with all Residence Life and Student Life staff
- Enhance team dynamics in the Residence Life team
- Demonstrate a spirit of hospitality and inclusivity
- Ability to lift 25 lbs
- This position requires the candidate to live on campus in housing provided by MVNU. At all times, the candidate, and any immediate family member also living in the campus housing, must be a suitable fit to live on campus among students; that determination shall be at the sole discretion of MVNU.

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.