



**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 (3) full-time, 10-month, live-in, **Resident Directors** for its Student Life office on the Mount Vernon main campus. These positions report to the Director of Residence Life and will begin on July 15, 2024. 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 meals in the university cafeteria when classes are in session.

**The following (3) Resident Director positions are currently open:**

- Male Resident Director for Oakwood Hall (Freshman males)
- Female Resident Director for Galloway Hall (Upperclassmen females)
- Male or Female Resident Director for Birch/Rosewood Apartments (Upperclassmen males and females)

**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 weekly with each Resident Assistant and Spiritual 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 more 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

- Serve as a coordinator within a designated program in Student Life, collaborating with the Director of Campus Life, Residence Life, or Student Wellness.
- Perform various administrative tasks including documentation of incidents, organizing various housing forms, communicating work requests and managing a hall budget
- A typical work week averages 37.5 hours with approximately 50% spent with intentional contact with residents and student staff, 35% administrative and planning duties, and 15% flex time for events and emergent situations. Due to the nature of this position and the needs of the students, a combination of daytime and evening hours are necessary and may vary from week to week.
- Periodically serve as the RD On-Duty (2-3 weeks per semester) by responding to emergency and/or problem situations after hours in an effective manner in order to ensure 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 and apartment 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 and wise solutions according to University protocol in a variety of crisis situations
- Communicate effectively to students, other staff and faculty, and parents, by phone, by e-mail, by 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](mailto:humanresources@mvnu.edu) and complete the application, found at: <https://mvnu.edu/employment-opportunities/employment-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

Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color,

national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).