



**POSITION ANNOUNCEMENT
Resident Director – Galloway Hall**

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 Galloway Hall, for the Student Life office on the Mount Vernon main campus. Galloway Hall houses male and female upperclassmen traditional students. The position reports to the Director of Residence Life and Student Accountability and will begin upon appointment of a successful candidate. The University pay grade for this position is "C". A full complement of benefits are provided, including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods. An unfurnished apartment is provided, along with a full meal plan in the university cafeteria.

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 an educational set of programs, activities and services for residential students within their living environment;
- Provide primary supervision, staff development, and support for 8 student leaders. Conduct weekly staff meetings along with one-on-one direction for Resident Assistants and Spiritual Mentors. Recruit, hire, and train student Residence Life 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 meetings for policy violations and work alongside the Director of Residence Life to determine appropriate sanctions for student conduct violations;
- Develop the Residence Life program to more effectively provide educational, spiritual, recreational and social activities on campus. 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;
- Serve as the RD On-Duty (3-4 weekends per semester, various student break days) by responding to emergency and/or problem situations in an effective manner 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;
- Bachelor's degree;
- One year of experience in residence life or other area of university campus leadership (preferred);
- Ability to integrate Christian discipleship into the context of university living and learning;
- Understanding and appreciation of the heritage, doctrine and practices of the Church of the Nazarene;
- Working understanding of Microsoft Office (Word, Excel, Outlook);
- Clear and concise interpersonal communication, must be comfortable in small and large group settings, and in communicating with students and their parents;
- Spirit of hospitality and inclusivity;
- Ability to confidentially handle sensitive inquiries and contacts with institutional leadership as well as students;
- Master's degree in field relevant to the work of residence life (preferred);
- Basic knowledge of student development theories, spiritual formation, and student development in Christian higher education (preferred);
- Experience in management, administration, budgeting, and organizational leadership (preferred).

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs> . 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.