

# Job Posting



| Position                    | Department      | Reports to                | FTE | FLSA Class |
|-----------------------------|-----------------|---------------------------|-----|------------|
| Assistant Resident Director | Student Affairs | Director of Resident Life | .33 | Exempt     |

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

**Scope of Responsibilities:** The main responsibility of the Assistant Resident Director is to assist the Resident Director in leadership and presence in the Residence Halls for a maximum term of 2 years.

### Essential Responsibilities:

(These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation)

20 hours per week plus training

1. Participate in ARD training (including the RD Drive-in Conference the first Friday of August)
2. Participate in RA retreat and training and assist in leading when requested
3. Intentional contact time with students in Residence Hall
4. Assist RD with administrative tasks (documentation, emails, etc.)
5. Personal administrative tasks (emails, maintain Google calendar, etc.)
6. Weekly Residence Life staff meeting
7. Participate in weekly RA staff meeting (cluster)
8. Attend GEM meetings and Student Affairs meetings
9. Assist with RA/RD/GGL interviews
10. Plan and execute hall-specific programs with RD
11. Weekly one-on-one meetings with RD, RAs, residents (ie. students on growth contracts), and other leaders
12. Serve on one Residence Life Task Force and attend a Vision Group each semester
13. Chapel requirements- once a week
14. General presence in Residence Hall (weekdays when RD is absent)
15. Assist when requested in student conduct processes
16. Various tasks as needed by the RD or Associate Dean of Students
17. A meeting at least once each semester with Associate Dean of Students
18. Assist with break and end of year walk-throughs and closing of the hall
19. Optional other responsibilities- leading a Vision Group
20. Advocate for students as needed
21. Additionally, some ARDs will have the opportunity to assist with other areas of Student Affairs. This additional responsibility will be overseen by either the Associate Dean of Students (office hours, retention, etc.) or the Director of Student Involvement.

### Qualifications:

#### A. Minimum:

1. Bachelor's degree completed
2. Enrolled (or intend to enroll) as a graduate student
3. Must successfully complete graduate classes and maintain a GPA of 2.5
4. Interpersonal and Administrative abilities
5. Vision for discipleship and leadership development

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6. Must enjoy students and have a mindset of mentoring undergraduate student employees under supervision.
7. Should lead in a way that sets a good example
8. Should be a positive individual with outgoing, likable personality, and excellent social skills.
9. Needs to have a team-player mentality and be flexible since living quarters are near and among students in a residential setting.
10. Communicates effectively one to one and in small groups.

**B. Preferred:**

1. Previous Residence Life experience
2. Pursuing a Master's Degree in Higher Education or Counseling from Grace College.

**Compensation:**

1. Stipend Pay - \$5,000 paid over 10 month contract
2. 200 meals provided for the year
3. Full Tuition Benefit for graduate program (requires submission of paperwork each semester)

**Status: Part-Time, Exempt**

**A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).**

**Posted: 2/17/2025**