



POSITION TITLE: Associate Director of Residential Living

SUPERVISOR: Vice President of Finance

DESCRIPTION: Criswell College seeks a dedicated and mature individual to serve as the Associate Director of Residential Living. This full-time position requires living on site in the provided suite and involves a blend of leadership in student residential life and administration. The successful candidate will demonstrate a strong record of responsible service and maturity and will work closely with various departments to ensure a positive living and learning environment for students. The person serving as Associate Director of Residential Living will also work closely with the Vice President of Finance, providing administrative support and execution of special projects as assigned.

RESIDENTIAL EMPLOYMENT: Criswell College employees who are required to live in designated campus housing as a condition of their employment are expected to exemplify the highest standards of conduct, setting a positive example for our students both in their professional and personal lives. As a private Christian college, it is imperative that these employees maintain a demeanor consistent with our faith, embodying Christian and institutional values and behaviors at all times. To ensure the safety and well-being of our campus community, no pets are allowed in campus housing, and all household members must undergo a comprehensive background check before moving in. This policy helps to foster a safe, respectful, and faith-aligned residential environment conducive to the growth and development of our students.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Residential Management

- Live on-site in the residence hall to oversee and manage daily operations.
- Monitor daily activities to ensure residential safety, cleanliness, and hygiene.
- Observe and report any damages or maintenance needs in the facilities.
- Complete move-in and move-out inspections with the help of Resident Assistants

2. Residential Contracts

- Coordinate with students to execute residential contracts
- Coordinate with Student Affairs, Campus Hospitality, and other constituencies to ensure occupancy arrangements are consistent with the best interests of students and the goal of full occupancy year-round.
- Coordinate with Student Accounts to make sure that all billing records are accurate, properly communicated, and rent is paid in a timely manner.

3. Student Development and Support

- Foster a positive living-learning environment that supports the academic, social, and personal development of students.
- Coordinate daily with the Student Affairs division to support programming and student engagement within the residence hall.

4. Community Development & Resident Assistant Supervision

- Coordinate with Student Affairs programming personnel in order to foster community by means of residential communications and community meetings.
- Recruit, train, and supervise Resident Assistants (RAs), providing ongoing support and professional development.
- Develop and enforce residential policies and procedures in alignment with college standards and in close coordination with the Vice President of Student Affairs.

5. Conflict Resolution and Student Support

- Address and mediate student conflicts and disciplinary issues within the residence hall in accord with guidance provided by the Vice President of Student Affairs.
- Be present to support students facing personal or academic challenges.

6. Campus Hospitality and Event Coordination

- Maintain a close working relationship with the Director of Campus Hospitality to support events on campus.
- Help coordinate summer occupancy for internal and external occupants, ensuring a seamless transition and optimal use of facilities.

POSITION SPECIFICATIONS and KEY COMPETENCIES:

- Bachelor's degree
- Minimum of 3 years of experience in a relevant setting
- Strong leadership and interpersonal skills
- Excellent organizational and multitasking abilities
- Strong analytical and problem-solving skills
- Ability to handle confidential information with discretion
- Strong commitment to the mission and values of Criswell College
- A desire to see the ministry of the residence hall as your personal ministry
- All employees must affirm the College's mission statement and be willing to conduct their lives in conformity with the College's Articles of Faith and the College's definitions of and commitment to ethical and moral integrity.

PREFERRED SPECIFICATIONS and COMPETENCIES:

- Residential management experience and/or student life administration
- Knowledge of higher education policies and procedures

SEND RESUME/CV and CONTACT INFORMATION FOR THREE PROFESSIONAL REFERENCES TO:

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