



# PROVIDENCE

## RESIDENCE LIFE DIRECTOR

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

### POSITION OVERVIEW

Reporting to the Vice President of Student Life, the Residence Life Director exists to facilitate a Christ-centered living and learning environment within the residence halls. Included in this is the mentoring of Resident Assistants and leading the Resident Assistant team in the mentorship, discipleship and spiritual direction of students within the residence, enacting disciplinary measures for students who do not follow the covenant, and planning and hosting resident events. The RLD is also responsible for on-call service every third week in case of emergencies, the organization of room placement and other residence management duties.

### SUMMARY OF DUTIES AND RESPONSIBILITIES

#### RESIDENCE LIFE MANAGEMENT

- Overseeing and implementing all student life learning outcomes in residence through direct programming and/or through oversight of the Resident Assistants
- Ensuring open lounge hours and guidelines are respected through Resident Assistants and personal enforcement when necessary
- Aiding in supervision of residence maintenance and custodial needs

#### RESIDENT ASSISTANT OVERSIGHT

- Regularly meeting with Resident Assistants to help them achieve the Student Life Learning Outcomes and to mentor them in helping their residence students and other Resident Assistants to achieve the Learning Outcomes
  - One hour per week with Senior Resident Assistants
  - One hour every two weeks with Resident Assistants
  - Informally with all Resident Assistants as needed for mentorship and guidance
- Formally meeting with all of the Resident Assistants one evening every two weeks to support and aid their growth and training and help them build community with one another
- Mentoring and Guiding Senior Resident Assistants in their duties (see SRA job description)
- Hiring Resident Assistants for the next year during the winter semester
- Communicating with Resident Assistants over summer to ensure their homework has been completed



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## RELATIONSHIP AND COMMUNITY BUILDING

- Taking initiative to be present with students to discover their needs and interests
- In cooperation with the Community Life Coordinator and Senior Resident Assistants, planning events and implementing strategies that will aid in building community within the residence halls and that will help to achieve the Learning Outcomes of Student Life

## ASSISTING IN THE DETECTION OF AND INTERVENTION IN STUDENT PROBLEM AREAS

- Working within a 'restorative justice' model in the monitoring and management of behavioral issues. Working to ensure the Covenant of Community Life is honored and occasionally enforcing punitive justice when required

## STUDENT PROFILING AND ROOM PLACEMENT

- Looking over all new student application files/returning student residence forms, and working on placing students with appropriate roommates and in suitable residences for the upcoming year in cooperation with the Enrollment Team and the Academic Advisors

## ON CALL

- Regular on-call duties on a 3 week rotation, having phone on person at all times and being within 20 minutes of campus

## MODULAR COURSE HOUSING – DISTANCE STUDENTS

- Providing and facilitating housing for distance students coming to campus for weeklong, intensive classes, and arrange for their meals
- Book the rooms, have them cleaned and prepared
- Creating invoices for meals and accommodations, sending them to the student and to the Business Office for payment
- Submitting a list of students for meals to the dining hall
- Communicating with students with detailed information about the reservation, liaising with them regarding questions or needs prior and upon arrival at campus

## SERVE ON COMMITTEES AS NECESSARY

- Chairing the Food Services Committee
- Serving on the Student Leadership Committee
- Serving on the Workplace Health and Safety Committee
- Attend other meetings as necessary

## DEPARTMENTAL RESPONSIBILITIES

- Meeting weekly with the Vice President of Student Life
- Attending the regular Student Life department meetings



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## COMPETENCIES

- Active Listening skills;
- Emergency management skills;
- Energetic, flexible, collaborative and proactive; someone who can positively and productively impact the residence living experience;
- Proven Conflict resolution skills, negotiation, facilitation experience;
- Proven strengths in relationship management, experience working with people of various cultural orientations;
- Leadership: A willingness to lead, model behaviour, demonstrate, and offer direction;
- Initiative: A willingness to take on responsibilities and challenges;
- Reliable, responsible, and dependable;
- Ability to work on multiple tasks, ability to prioritize;
- Emotional strength: Resiliency and healthy self-care practices, and the ability to set and maintain appropriate boundaries;
- Communication: Excellent skills, oral and written and interpersonal communication, cross-cultural communication, and to move about campus and to interact with students, faculty, and staff;
- Confidentiality: Must be able to exercise discretion and confidentiality with personnel and student affairs;
- Creativity: A large degree of creativity and a sense of humour required;
- Strong organizational and administrative skills;

## EDUCATION & QUALIFICATIONS

- Master's degree in Student Development, Counseling, Pastoral Care, Spiritual Formation or related field required;
- Minimum 1-2 years experience as a post-secondary Resident Director or equivalent;
- ASIST (Applied Suicide Intervention Skills) certification;
- First Aid/CPR certification;
- Mental Health First Aid certification;
- Sexual Assault/Crisis Responder training;
- Conflict Management training;
- Class 5 drivers licence;
- Proficient in MS Office 365;

## PERSONAL COMMITMENT

- An enthusiastic personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

## WORK ARRANGEMENT

- Resident Life Director required to live on campus, in residence;



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- Required to be on call every third week;
- Occasional weekend and some evening responsibilities;
- This is a contract position ending April 30, 2025

## **APPLY**

Submit a cover letter and resume by email to:  
Leshia Verkerk, Vice President of Student Life  
c/o Marlin Reimer, Director of Human Resources  
Email: [hr@prov.ca](mailto:hr@prov.ca)

Start Date: May 1, 2024, flexibility with later start date if needed. Contract end date April 30, 2025. The expectation is that this position will continue from year to year on an annual contract (normally from May through April) and can be renewed from year to year with the same employee.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. Applications from members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at [prov.ca](http://prov.ca).