



PROVIDENCE

CAMPUS LIFE DIRECTOR – ADMINISTRATION

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 Campus Life Director exists to facilitate a Christ-centered living and learning environment at Providence, providing holistic care to the student community to support growth in all student life learning outcomes. This will include the planning of community events and initiatives, overseeing the residence halls, the mentoring of Resident Assistants and leading the Resident Assistant team in the mentorship, discipleship and spiritual direction of students within the residence. The Campus Life Director is also expected to work to support students who are struggling with various aspects of Providence life, including socially, emotionally, or with following the covenant of community life. The CLD is also responsible for on-call service every fourth week in case of emergencies, the organization of room placement and other residence management duties.

SUMMARY OF DUTIES AND RESPONSIBILITIES

PROVIDING HOLISTIC CARE TO THE STUDENT COMMUNITY TO SUPPORT GROWTH IN ALL STUDENT LIFE LEARNING OUTCOMES

- Overseeing the planning of community events and initiatives that fulfill the student life learning outcomes
 - Working with the other CLD to ensure the planning of events and initiatives that meet the desires of students from across the wide array of social circles through STUCO, RAs, other members of the institution, or planned directly by the CLD(s). This will typically be planned in a summer meeting with the VP of Student Life and the CLDs that will arrange the annual events calendar.
 - Promoting and advertising planned events and initiatives
 - Throughout May-August, planning monthly events for those living on campus
- Informal programming
 - Maintaining a sense of intentionality with the commuter and residence students (over lunch, daily interactions, etc.)
 - Maintaining 'open-office' hours for students to meet with the CLD

CONNECTION WITH ASSIGNED STUDENTS

- Connecting with each of the assigned students to ensure they have the campus life support they need



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- Maintaining office hours to ensure that assigned students can meet with the CLD when they need

RESIDENCE LIFE MANAGEMENT

- Overseeing and implementing all student life learning outcomes in residence halls 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 assigned 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 every two weeks with Resident Assistants
 - Informally with all Resident Assistants as needed for mentorship and guidance
- Meeting as a Residence Leadership Team weekly (two CLDs and two SRAs)
- Hiring Resident Assistants for the next year during the winter semester
- Communicating with Resident Assistants over summer to ensure their homework has been completed

STUDENT PROFILING AND ROOM PLACEMENT

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

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 with assigned students. Working to ensure the Covenant of Community Life is honored and occasionally enforcing punitive justice when required

ON CALL

- Regular on-call duties on a 4 week rotation, having phone on person at all times and being within 20 minutes of campus

LEADING THE PLANNING AND IMPLEMENTING WELCOME WEEK

- Chairing regular meetings with Welcome Week Committee in order to plan a Welcome Week weekend that seeks to achieve Student Life Learning Outcomes
- Helping to execute Welcome Week events with the cooperation of the Welcome Week Committee



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MODULAR COURSE HOUSING – DISTANCE STUDENTS

- Work with the Seminary Academic Advisor to provide and facilitate 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

RESIDENCE ADMINISTRATION WORK

- Working with the finance office, facilities, enrollment, and others as necessary to complete the administrative tasks of residence
- Ensuring residence information is up to date on Populi, the student information system
- Ensuring website information about residence is up to date and handbooks are accurate

ASSISTING IN ALL FACETS OF STUDENT LEADERSHIP

- In cooperation with the other CLD, overseeing the student leadership training, support, and mentorship of all student leaders to ensure student life learning outcomes are being met

DEPARTMENTAL RESPONSIBILITIES

- Attending weekly Student Life department meetings
- Meeting regularly with the VP of Student Life

SERVE ON COMMITTEES AS NECESSARY

- Serving on Wraparound Care Teams as necessary
- Chairing the Food Services Committee
- Serving on the Workplace Health and Safety Committee
- Attend other meetings as necessary

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;



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- 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;
- Required to be on call every fourth 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



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Email: 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.