

# OKLAHOMA BAPTIST UNIVERSITY

## Position Description

### Resident Director, Taylor Residence Center and Village Women Apartments

**Department:** Office of Residential Life

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#### Expectations for all employees

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

#### Purpose:

The purpose of this position is to oversee women that live in university housing by providing social engagement, leadership opportunity, academic support, physical challenge, and spiritual development. The position is a live-in (12 month) full-time professional position responsible for Taylor Residence Center and Women's Village Apartments.

#### Essential Functions:

- Provide residence hall-wide activities which promote educational, social, spiritual, and physical growth while ensuring that Resident Assistants provide activities in the same categories on their respective halls.
- Be aware of academic, physical, and emotional needs of individual residents and refer students to the proper sources when necessary, using models of challenge and support.
- Select, train, and supervise Resident Assistant staff to achieve the goal of individual student growth and achievement.
- Serve as a team member of the Campus Life Department by providing leadership opportunities for students through student activities.
- Oversee discipline of students based on policies in OBU Student Handbook. Maintain and communicate disciplinary cases with the Director of the Residential Experience and Dean of Students.
- Oversee all aspects of the administrative duties for the residence hall which include weekly newsletters, student payroll, facility check in-out, guest relations, and physical care of the facility.
- Manage room assignments, changes, related budgets, and assist in budget planning.
- Supervise physical maintenance of the Residence Hall including submission and tracking of maintenance requests.
- Working in collaboration with Spiritual Life as a frontline ministry associate in the residential facility.

#### Other Duties:

- Other duties as assigned by the Director of the Residential Experience.

#### Qualifications:

##### Knowledge, Skills and Abilities:

- Ability to communicate professionally in person, over the phone, through email, etc.

##### Education:

- **Required:** Bachelor's degree.

##### Experience:

- **Preferred:** Experience in residential life and student development academically and professionally.
- **Required:** Experience in university residence halls.

**Equipment:**

- Proficiency in the use of university related technology.

**Physical Requirements:**

- Sufficient mobility and stamina to move about campus and engage others. As well as respond to emergencies and crisis intervention.
- Must be a female due to the need for a female role model and to address privacy concerns in an all-female environment.
- Ability and willingness to work nights and weekends.

**Special Requirements:**

- Must be an active member of a local evangelical church.
- Must be committed to the vision and mission of Oklahoma Baptist University.
- \*\*Please apply using the link for "Administrative Applications" on the OBU website at:  
<https://www.okbu.edu/hr/jobs.html>