Position: Resident Director & Coordinator of Greek Life and Diversity Engagement

Department: Office of Student Affairs, Office of Residence Life

Supervised by: Director of Residence Life & Associate Dean of Student Affairs

Supervises: Assistant Resident Director & Resident Assistants

Located in the beautiful foothills of the Appalachian Mountains, on a hilltop overlooking the small town of Philippi, Alderson Broaddus University has been creating success in a caring community for 136 years. A college of "firsts", including the first nursing program in West Virginia and the first baccalaureate program for Physician Assistants in the nation, AB offers 32 academic programs, with the largest enrollments in health-related and professional education programs. AB is currently ranked in the top tier of Southern Regional Baccalaureate Colleges and enrolls approximately 1,100 students; a majority of which live on campus.

Alderson Broaddus University is currently seeking to fill the position of Resident Director & Coordinator of Greek Life and Diversity Engagement. This twelve-month, live-in professional is integral in enhancing the greater mission of the University through student-centered services and learning. Recognizing the unique opportunities Student Affairs has to encourage the cognitive, personal, spiritual, and social development of students, the Office of Residence Life along with the Office of Student Affairs will contribute to the University community in the following ways:

- Provide a safe, secure, and trusting environment
- Build a community through communication and respect
- Provide opportunities for teamwork amongst faculty, staff, and students
- Create a compatible environment between academics and the residence halls
- Facilitate an environment conducive to self-awareness and personal growth
- Maintain a healthy and civil living environment
- Holding students responsible for their actions while treating them with respect
- Prepare students for life after college through citizenship
- Encourage and increase student involvement

Residence Life Duties:

The Resident Director & Coordinator of Greek Life and Diversity Engagement position involves management of a residence hall housing approximately 280 undergraduate students. Duties include selection, training, evaluation, and supervision of Resident Assistants and an Assistant Resident Director; supervision of developmental programming efforts; management of the building; and providing basic mentoring and advising to residents.

The Resident Director is an integral part of a team of five (5) Resident Directors, five (5) Assistant Resident Directors (upper class students), and 28 Resident Assistants led by the
Director of Residence Life. It is the responsibility of the Resident Director to manage and maintain communication between residents, staff, and the Office of Residence Life and the Office of Student Affairs.

Resident Directors are required to participate in a rotation of 24-hour, on-call coverage throughout the year, including university break periods and summer sessions. Other night and weekend work will be required.

**Greek Life Coordinator Duties:**

In addition to residence hall duties, the position requires approximately 25 hours of work in the Office of Student Affairs per week. As the Greek Life Coordinator, this person will serve as primary advisor to the Panhellenic Council, meet regularly with chapter presidents and other officers, chapter advisors, and headquarters representatives; Coordinate all sorority and fraternity recruitment, as well as new member education programming following the conclusion of recruitment and educational retreats for Greek organizations; provide oversight and direction of all expansion efforts associated within the Greek system; design and develop brochures, publications, articles, advertisement to enhance fraternity/sorority/student organizations on campus. Additionally, this person will monitor judicial issues associated with the organizations.

**Diversity Engagement Coordinator Duties:**

As the Diversity Engagement Coordinator, this person will be responsible for developing the multicultural competencies of students and other members of the University community. This person will collaborate with students and campus partners to coordinate, enhance, and strengthen cultural education programming across campus; develop, implement, and support training efforts for students, faculty, and staff of the University community; and develop a welcoming, multicultural campus where all community members appreciate and respect diversity.

**Qualifications:**

Candidates must have an earned Bachelor’s degree from an accredited institution by the position start date. A Master’s degree in higher education, student affairs, counseling, or related field is preferred, but not required. Candidates should have experience working in a residence life setting, working with Greek organizations (experience with local Greek organizations a plus), and will ideally have experience working with underrepresented student populations and an understanding of the needs of diverse student populations.

**Anticipated start date is July 2015**

Alderson Broaddus University is an Equal Opportunity Employer and encourages applications from minority candidates. Interested applicants may email a cover letter, resume, and at least three professional references in PDF format to hr@ab.edu.