



Position: Resident Director (12-month)
Institution: Alderson Broaddus University
Department: Office of Student Affairs
Supervised by: Assistant Dean of Students
Supervises: Assistant Resident Director(s) and Resident Assistants

About the Institution:

Located in the beautiful foothills of the Appalachian Mountains, on a hilltop overlooking the small town of Philippi, WV, 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.

Position Duties:

The Resident Director is a twelve-month, live-in professional who 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 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 cooperative environment between academics and students' residential experiences
- Facilitate an environment conducive to self-awareness and personal growth
- Maintain a healthy and civil residential community
- Holding students responsible for their actions while treating them with respect
- Prepare students for life through active citizenship
- Encourage and increase student involvement

The Resident Director position involves overall coordination of two or three residence halls housing approximately 240 – 400 total 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 mentoring and advising to residents.

The Resident Director is an integral part of a team of three (3) Resident Directors, five (5) Assistant Resident Directors (upper class students), and 30 Resident Assistants led by the Assistant Dean of Students. It is the

responsibility of the Resident Director to manage the day-to-day operations of their residence halls, participate in department-wide initiatives such as housing selection and staff training, and contribute to enhancing the overall Alderson Broaddus University campus community.

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.

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 strongly preferred, but not required. Candidates should have at least one (1) year experience in a residence life setting.

Compensation:

The Resident Director position offers a competitive salary and a comprehensive benefits package. Resident Directors are also provided a furnished apartment with utilities included and a meal plan.

Anticipated start date is Summer 2017.

Alderson Broaddus University is an Equal Opportunity Employer and encourages applications from minority candidates.

Interested applicants may also send a cover letter, resume, and at least three professional references to:

Alderson Broaddus University
ATTN: Human Resources – Resident Director
101 College Hill Drive,
Philippi, WV 26416
or Email: hr@ab.edu