Position: Resident Director & Coordinator of Orientation, Parent Programs, and Marketing

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, Orientation Leaders

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 and Orientation, Parent Programs and Marketing Coordinator. The Resident Director and Orientation, Parent Programs and Marketing Coordinator 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 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 Orientation, Parent Programs, and Marketing position involves management of a residential area housing approximately 325 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.
Student Affairs/Orientation, Parent Programs and Marketing Duties:

The position is also responsible for establishing short-and long-term goals and objectives of Orientation & Parent Programs at Alderson Broaddus University under the guidance of the Associate Dean of Students, as well as managing the marketing and social media outreach efforts of the Office of Student Affairs.

This person will be responsible for developing, planning and implementing orientation programs such as New Student Orientation, Athletic Orientation, and Transfer Orientation. The Orientation Coordinator will work with other campus partners to ensure continuity and synergy among all programs for new students. S/he will help to develop, coordinate, facilitate and evaluate a training and selection program for upper class students to serve as Orientation Leaders in collaboration with the Associate Dean of Student Affairs. S/he will also serve as a liaison for the families of undergraduate students who is tasked with establishing and managing successful relationships that result in increased student success and family affinity for the student experience at ABU.

This person will also manage the marketing and social media outreach efforts of the Office of Student Affairs. S/he will manage the on-campus communication system, including collecting, editing, and posting media and announcements on a regular basis.

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 at least two (2) years experience in a residence life setting and at least one (1) year experience working with Orientation program or Parent Programs. Experience with social media is preferred.

Anticipated start date is January, 2016 or until the position is filled.

Alderson Broaddus University is an Equal Opportunity Employer and encourages applications from minority candidates. Interested applicants may 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 by email: hr@ab.edu