

Graduate Assistant: Coordinator for Residence Education

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| Job Title: | Graduate Assistant: Coordinator for Residence Education (2015-16 Remuneration value equals \$22,602. Broken down as follows: stipend = \$7,900, Room/ CRE apartment= \$5,000, meal plan = \$3,660, education assistance= \$6042.) |
| Classification: | Graduate Assistant, August 1 - May 31 (approximate dates) |
| Supervisor: | Associate Dean of Campus Life |
| Supervises: | 3 to 9 RC's |
| Contact Info: | Fill out an application by following this link: http://www.greenville.edu/about/job_openings/ |

Basic Functions:

The Coordinator of Residence Education under the direct supervision of the Associate Dean of Campus Life is responsible for the direction and coordination of the residence program within his/her living areas. With the Resident Chaplains (other institutions commonly refer to this position as Resident Assistant) as support staff the Coordinator of Residence Education intentionally plans living-learning programs that emphasize the development of a Christ Centered community. He/She is the facilitator in the planning and implementation of a meaningful residence life experience for students and Resident Chaplains. The Coordinator for Residence Education is primarily an educator with a developmental philosophy, committed to helping residential students bridge their academic and interpersonal worlds. Included as responsibilities are: general counseling and guidance, living area programming, and Residence Chaplain staff selection, supervision, training and development. This position also serves in a leadership role in the Annual Walkabout wilderness adventure training program.

Key Responsibilities:

- Disciple Resident Chaplain (RC) staff.
- Responsible for the day-to-day management of the living area
- Develops and implements a living-learning program to meet the individual needs of living area residents
- Assist the Associate Dean of Campus Life in the ongoing selection, supervision, training and evaluation for Resident Chaplains.
- Serves as a responsible role model who provides guidance and counseling for living area residents and actively seeks to live a life of Christian service and leadership
- Participate in and assist with annual Walkabout-10 day leadership wilderness adventure program.
- Confronts students exhibiting behaviors that are inconsistent with stated College student standards of conduct. Maintain a constant sense of preparedness among resident students in the event of catastrophic emergency such as fire, flood, tornado, and earthquake.
- Turn in weekly reports to the Associate Dean of Campus Life.
- Assist the Associate Dean of Campus Life with management of paperwork, programs, and duties such as:
 - Vacancy reports
 - Retention report requests
 - Health and safety inspections
 - All duties associated with delivering quality programming to the residential community.
- Daily and holiday duty coverage.
- Duties as assigned by the Associate Dean of Campus Life.

Qualifications/Skills Required:

- B.A. or B.S. required; Must enroll in MAHE master's program (Institutes Model) at Geneva College
- Experience in Student Development or desire to pursue a degree in a related field.
- Agreement with the purpose of Greenville College and demonstration of a mature Christian faith.
- Leadership, initiative, strong written and verbal communication skills, and administrative ability.
- Student development and counseling theory as well as skills suitable for housing, residence life; discipline, and supervisory decisions.
- Knowledge of procedures and theory in the field of housing and residence life; ability to assimilate and disseminate such knowledge.

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- A vision and commitment to an intentionally developmental residence life program within a Christian College framework.