



JOB DESCRIPTION



| INFORMATION | | | |
|--------------------|---------------------------------|--------------------------|-------|
| Job Title: | <i>Female Resident Director</i> | Wkly. Hrs./Weeks: | 40/43 |
| | | Pay Grade: | |
| Department: | Residence Halls | Classification | |
| Reports To: | Associate Deans of Students | Effective Date: | |

| SUMMARY |
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| <p>Provide a brief description as to the primary purpose of this job (no more than three to five sentences): The Master's University is seeking an energetic female to support the strategic mission of cultivating and maintaining a spiritual and educational environment among the female groups residing on campus.</p> |

| ESSENTIAL FUNCTIONS |
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| <p>List seven to twelve essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:</p> <ul style="list-style-type: none"> • Will live on campus with the primary responsibility to develop the personal, professional, and Christian growth of students by comprehensive administration of dormitory residential and Student Life programs and activities. • Accountability for maintaining an exemplary role-model for the students via active leadership skills and developing within the students a lifelong commitment to self-improvement. • Will ensure students are trained in the "doctrinal distinctives" of the University. • Use independent judgment and discretion to assist students in dealing with conflicts & will adjudicate issues of student misconduct by the application review, conflict resolution, mediation, & counseling techniques, and if necessary administering Biblically based disciplinary actions of confrontation and resolution. • Extensive participation in an overwhelming majority of student activities is required, including events and activities outside the normal scope of Student Care programs and typical "workday" hours as well as summer missions. • Interview, train, and supervise a staff of Resident Assistants. • Conduct and attend meetings for personal and staff development, ensuring open communications between students and all levels of Student Care management. • Regular attendance is essential • Other duties as assigned |

| COMPETENCIES |
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| <p>Competencies are underlying characteristics of an individual (skills, traits, proficiencies, attributes, and behaviors) that contribute to distinguished performance; list those functional competencies that are imperative to the success of this position:</p> <p><i>General:</i></p> <ul style="list-style-type: none"> • Strong administrative, organizational, managerial, self-motivational and relationship building skills are required. Two to four (2-4) years current experience exhibiting problem solving skills, initiative, Biblical counseling and discipleship; management oversight involving accountability. • Event planning and execution in coordination with other staff and students. • Excellent communication skills with others while creating, receiving, processing, and passing information. |

QUALIFICATIONS

List minimum requirements to be considered for this position:

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Ability to get along with co-workers and the public.
- Education: Bachelor's degree.
- Experience: 2+ years in a position of oversight, leadership, or shepherding.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, tenants, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Computer proficiency.
- Basic mathematics and accounting knowledge.
- Excellent oral and written command of the English language.
- Ability to compose, proofread and edit correspondence.
- Excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people.
- Multitasked in an environment with many distractions.
- Successfully pass a background investigation.

WORKING CONDITIONS

List general working conditions for this position:

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University & Seminary policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

APPLICATION PROCESS

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email (humanresources@masters.edu) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.