



JOB DESCRIPTION



INFORMATION			
Job Title	<i>Female Off-Campus Director</i>	EEOC Job Classification	Professional
		FLSA Classification	Non-Exempt Part-time, 29 hours/week
Department	Resident Halls	W/C Classification	9101 – Labor
Reports To	Dean of Women	Compensation	\$25.00/hour

SUMMARY
This position will support the strategic mission of cultivating and maintaining a thriving spiritual and educational community among the female students residing off campus.

ESSENTIAL JOB FUNCTIONS
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Develop the personal, professional, and Christian maturity of students both individually and collectively by comprehensive administration of Off-Campus, Residence Life, and Student Life programs and activities. • Accountable for serving as an exemplary role model for the students with godly character and integrity. • Apply active leadership skills to guide students in developing practical wisdom and establishing convictions which apply the truth of Scripture to their everyday lives, instilling in them a lifelong commitment to spiritual growth and service to the body of Christ. • Ensure that students are trained in the “biblical distinctives” of the University: Divine Authority, Heart Transformation, Sanctifying Relationships, and Gospel Witness. • Use independent judgment and discretion to care for and assist students facing a wide range of issues using principles and techniques of biblical counseling and conflict resolution, and as necessary, to administer Biblically-based disciplinary actions using principles and techniques of confrontation and restoration. • Provide supervision of students as needed in accordance with safety guidelines and emergency response/crisis management protocols. • Participate in a variety of student activities, including events outside the normal scope of Student Life programs and typical “workday” hours. • Conduct and attend meetings for personal and staff development, ensuring open communication between students and all levels of Student Life management. • Complete various administrative responsibilities in an excellent and timely manner. • Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS
<ul style="list-style-type: none"> • Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities. • Service-oriented with a genuine love for people and a demonstrated ability to establish and maintain effective working relationships with staff, faculty, students, and/or community members from diverse academic, socio-economic, cultural, and ethnic backgrounds. • Strong administrative, organizational, managerial, motivational, and relationship-building skills.

- Skilled in taking initiative, solving problems, exercising good judgment, displaying professionalism, maintaining appropriate confidentiality, and providing biblical counsel and accountability by speaking the truth in love.
- Ability to plan and execute events in coordination with other staff and students.
- Commitment to respect and submit to departmental and University leadership.
- Desire to both contribute to and learn from a team of fellow Resident Directors.
- Excellent command of the English language with strong verbal and written communication skills for creating, receiving, processing, and distributing information.
- Ability to prioritize, manage, and follow through on multiple tasks simultaneously in an environment with many distractions.
- Computer proficiency and basic knowledge of mathematics and accounting.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Interview, train, and supervise a student staff of Off-Campus Assistants.

EDUCATION AND EXPERIENCE

- Bachelor's degree.
- At least two years previous experience in relational ministry/discipleship with leadership responsibilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- Occasional travel is involved including overnight stays.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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