Hello and thank you for considering a position at Lee University! I hope you will find this recruitment guide informative as you learn more about what the Lee community has to offer. As the Director of Residential Life and Housing I have the opportunity to work with an outstanding group of professionals that are truly committed to helping students know that they matter. In an effort to provide insight into the work we do, I have highlighted three characteristics that our department seeks in Resident Directors.

1) Willing to Embrace Challenge- I want to be straightforward; being a Resident Director is hard work. As a staff, we encourage RDs to set boundaries, practice self-care, and take time away when needed. Despite this, there are still difficult days. We hope to hire RDs that are willing to put in the time necessary to build and maintain relationships, develop their teams, and sit with students in crisis. These things have the potential to be challenging, but can also lead to rewarding relationships and experiences.

2) Educators- Ultimately, RDs at Lee are educators. It’s not an easy task to walk alongside students as they figure out what they believe, who they want to be, and where they want to go. It is crucial to the success of our students however that they ask these difficult questions in a space that provides both challenge and support. Our hope is that RDs take the responsibility of development seriously for both their students and themselves.

3) Collaborative- Our professional staff members work very closely as they plan events, navigate committee work, and do life together. Community is a central value of Residential Life at Lee. Therefore, it is important that everyone on our team is willing to take time to understand other viewpoints, while also bringing their own perspectives to each situation. We seek applicants that are willing to respectfully challenge the status quo in order to move our department closer to our vision.

Residential Life plays such a significant role in the lives of students on our campus and I hope this guide will give you a snapshot of how we strive to help students know that they matter every day. I look forward to hearing about the unique ways God has equipped you to do the same. Please do not hesitate to reach out if you have additional questions about what it is like to work for Lee University.

Sincerely,

Jarad Russell
Mission Statement:
Lee is a Christian institution which offers liberal arts and professional education on both the baccalaureate and graduate levels through residential and distance programs. The foundational purpose of all educational programs at Lee is to develop within the students knowledge, appreciation, understanding, ability, and skills which will prepare them for responsible Christian living in a complex world.

LEE UNIVERSITY QUICK FACTS

UNDERGRADUATE ADMISSIONS
5,386

ON-CAMPUS STUDENTS
2,000+

POPULAR MAJORS

47 STATES REPRESENTED
149 COUNTRIES REPRESENTED

NC
AA
Division II Sports
Mission Statement:
The mission of Residential Life and Housing at Lee University is to help students know that they matter by fostering a purposeful community, promoting responsible living, and encouraging life-long learning in a Christ-Centered environment.

At a Glance:
- Staff members include Director of Residential Life & Housing, 2 Assistant Directors, 3 Area Coordinators, 12 Resident Directors, and additional office support staff
- On-campus housing includes six first-year facilities, five upperclassmen residence halls, and one complex for non-traditional students
- Residential population of over 2,000 students
LEARNING OBJECTIVES

IDENTITY DEVELOPMENT
We will value each student for his/her unique design and teach students how to live a life of healthy boundaries and discipline as they explore their gifts, talents, and calling.

ACADEMIC ACHIEVEMENT
We will challenge students to become engaged learners and leaders both in and outside the classroom. We will promote healthy academic habits, provide leadership development opportunities, and make students aware of on-campus resources.

COMMUNAL LIVING
We will commit to providing opportunities to build intentional and authentic relationships. Students will be encouraged to contribute and be a part of a rich and diverse community.

SPIRITUAL FORMATION
We will encourage students to view life through a spiritual lens and will provide support as they grow in their faith and commitment to Jesus Christ both as individuals and as a community.

GLOBAL & CIVIC ENGAGEMENT
We will provide opportunities to increase a student’s awareness of current societal concerns, both global and local. We encourage students to become good citizens of our community and to be an active participant in service learning opportunities.
The Resident Director (RD) is a full-time, 10½ month live-in position and is responsible for the comprehensive management of the Residential Life and Housing program in a residence hall(s) of approximately 125-300 residents.

Due to the nature of the position, a Resident Director is expected to make a three-year commitment to the position of Resident Director, with an understanding that an annual evaluation for continued employment will be completed by the Director of Residential Life and Housing, Assistant Director of Residential Life and their Area Coordinator.

Qualifications:

- Bachelor’s degree is required. Master’s degree is preferred. Resident Directors without a graduate degree are expected to pursue one once hired as a part of their job package.
- Supervisory, training, and crisis management experience are considered a plus.
- Must be willing to live in a residence hall with a 24/7 mentality to serving students.
- A strong profession of Christian faith and a commitment to not teaching contrary doctrine to the sponsoring denomination (Church of God).
- Possess and maintain a valid driver’s license.
- Successfully complete a federal background check and meet necessary standards for employment.
- Commitment to remain drug and alcohol-free during the time of employment.
RESPONSIBILITIES

Leadership & Mentoring
- Provide training for residence hall staff.
- Prepare for and lead weekly team meetings.
- Supervise and evaluate the residence hall staff.
- Have weekly one-on-one supervision/mentorship time with each member of team.
- Assist with recruiting and hiring.

Student Learning & Interpersonal Interaction
- Plan engaging residence hall programs aimed at student learning.
- Identify students with leadership ability and provide opportunities for them to develop.
- Be a visible and available presence to the students in the residence hall.
- Counsel students on an informal basis and provide referrals when necessary.
- Promote consistent accountability through the student conduct process.
- Offer support to at-risk students.
- Invest in the faith development of students.

Administrative
- Create a schedule that provides adequate supervision of residence hall.
- Supervise the opening and closing of the residence hall each semester.
- Oversight of roommate/suitemate assignments and room changes within residence hall.
- Manage the budget and finances for the residence hall.
- Communicate and follow up with custodial and maintenance needs to Physical Plant.
- Maintain safety and emergency protocol, including drill conduction and staff training.
- Resident Directors will be asked to work one holiday rotation each year. Due to the demands and hours worked throughout the academic year, Resident Directors will receive extra days during breaks, beyond the standard university support staff allowance with the exception of Resident Directors on-duty during a break.

Leadership & Professional Development
- Resident Directors will be placed on various committees to lead, organize, and execute the program of Residential Life and Housing.
- Resident Directors may be given the opportunity to attend a student development conference in the years when funds are available.
COMPENSATION

• Full-Time Salary
• Housing/Utilities
• Cell Phone Stipend
• Tuition Scholarship (100% tuition)
• Meal Allowance
• Health Insurance Benefits
• Professional Development Opportunities
RESIDENTIAL LIFE & HOUSING ORGANIZATIONAL STRUCTURE

Area Coordinator (AC) -
Supports and provides oversight for Resident Directors, departmental committees, and residence halls.

Discipleship Ministries Coordinator (DMC) -
Promotes and implements faith development within the residence halls and across campus.

Senior Resident Assistant -
Provides additional administrative support to Resident Director and leads a team of Community Builders.
Though a Resident Director’s typical week is varied, certain aspects will be the same week to week. Some weekly responsibilities include RA/RC 1-on-1s, meetings with the professional staff and RA/RC team, office hours, administrative responsibilities, and responses to student situations. Resident Directors have many opportunities to connect with their students and professional team in other settings like campus events, intramurals, or Small Group on Thursday nights. If enrolled in a program, the week may also include graduate level courses. This is a snapshot of what the week could look like.

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<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<th>Saturday</th>
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<td>Lee U Chapel</td>
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<td>FRESHMEN</td>
<td>UPPERCLASSMEN</td>
<td>BUILDING CLASSIFICATION</td>
<td>COMMUNITY</td>
<td>SUITE</td>
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<td>FAMILY/ NON-TRADITIONAL</td>
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</table>
THOUGHTS FROM OUR RESIDENT DIRECTORS

HANNAH WHITE
I love the unique interaction opportunities that come from a live-in role. Living and working alongside students allows for special relationship building opportunities and chances for truly formational learning opportunities. These are the times when I have seen the most growth in others and myself, and looking back they have been some of the most special experiences.

NATHAN GODWIN
I love that I get to work closely with dynamic student leaders, students in crisis, and everyone in between. I am encouraged by my team’s heart for service and community, burdened by the hurt in the lives of so many, and challenged to help raise awareness and engender care so that we can cultivate a community that emphasizes mutual responsibility to be considerate and redemptive toward all of our neighbors. The role has helped me to learn how to work collaboratively in an effective way. Learning how to operate within and lead different teams has provided competency in interpersonal skills, organizational leadership, and effective communication.

KATY PERKINS
Stepping into this role of being an RD requires you to grow in your stewardship of other people’s stories. You are constantly challenged in your ability to truly see and understand the individual in front of you while also being a holder of hope for who they are becoming. In my experience, these have been the moments that have shaped me most and have cultivated a true appreciation for the work we get to do as Resident Directors.
THOUGHTS FROM OUR RESIDENT ASSISTANTS / RESIDENT CHAPLAINS

The RD's I have gotten to work with have taught me about what the character of Jesus truly looks like in everyday life. They work hard because they're passionate about students, they're strong leaders because of their thoughtful nature, and they extend grace in a remarkable way. It's these characteristics that distinguish these incredible professionals.

SARAH SAJJA
The RD that I have had the privilege of working under this year has taught me so much about what it means to pursue the people around us who are considered the "other". She has encouraged me to cultivate a culture that celebrates diversity, whether that means diversity in ethnicity or personality. She offers a beautiful balance of encouraging me in the work that I am doing as a chaplain, but also challenges me to move beyond complacency.

In my experience, the Resident Directors have taught me to develop more structure in my life, and to set healthy, obtainable goals in the areas of spirituality, academics, social relationships, and physical/mental health. They have challenged me to lead when I did not feel equipped to lead. Through their leadership and investment in me, they have helped me to see some of the passions and gifts that I believe God has given me.

CALEB MONTGOMERY
BEYOND RESIDENTIAL LIFE

KELSEY BAKER
Director of Student Success and Retention
The scope of the RD role provided me with skills and practices that I draw from on a daily basis in my current role. My RD experience has informed the way I approach supportive, transformational conversations with students and my understanding of their needs. I’ve also carried with me the values that were instilled by the Residential Life Team, like purposeful living and holistic growth.

ALAN MCCLUNG
Dean of Students
Dealing with people of all backgrounds, a wealth of backgrounds and experiences that you can’t learn in a classroom is an invaluable set of experiences that has prepared me for the position I am in now. This position is a great opportunity, you won’t learn better people skills anywhere else; everything is a learning experience.

ANGELINE MCMULLIN
Director of Global Perspectives
As an RD, I learned to care about each and every one of my students no matter their background, their experiences, their family life or their educational goals. I truly learned to love and appreciate them as individuals who had great potential, and I wanted to help them make progress in their personal development while they were in my care. I wanted to help them learn to love each other and to appreciate the differences in the individuals they could meet right on their halls.
FREQUENTLY ASKED QUESTIONS

WHAT IS THE CULTURE LIKE IN LEE’S RESIDENTIAL LIFE & HOUSING DEPARTMENT?

Resident Directors at Lee are part of a unique family that involves all of the professional staff members in the department. Opportunities often arise to participate in game nights, movie nights, and other more casual hang-outs. Resident Directors live alongside students and therefore get many opportunities to engage with students on a variety of levels. This larger community strives to embody the principles of our Community Covenant established by Lee University, which we believe serves as a foundation for healthy Christian community. Resident Directors can expect to be challenged and encouraged in their faith as they journey alongside colleagues and students alike. Opportunities abound to grow both personally and professionally.

WHAT IS LEE’S CONNECTION TO THE CHURCH OF GOD?

Lee University is sponsored by the Church of God International Offices, Cleveland, TN. As a Christian university operated under the auspices of the Church of God, Lee University is firmly committed to the conservative, evangelical, Pentecostal religious position of its sponsoring denomination. All employees are encouraged to support the church of their choice with regular church attendance and finances, especially in view of the spiritual blessing involved. Resident Directors are also expected to attend chapel on a regular basis to set a positive example for our students.
WHAT DOES PROFESSIONAL DEVELOPMENT LOOK LIKE FOR RESIDENT DIRECTORS AT LEE?

Understanding that many of our Resident Directors desire to move forward in their careers both in and outside of higher education, we strive to provide opportunities for our professional staff to grow. We offer this through a variety of means, including biweekly professional development meetings, opportunities to attend select conferences, frequent topical discussions within the sector, and webinars. Resident Directors also serve on departmental committees which include programming, social media, hiring, training, and professional development.

WHAT ARE SOME UNIQUE ASPECTS OF PROGRAMMING FOR RESIDENTIAL LIFE & HOUSING AT LEE?

Programming at Lee is aimed at engaging students in meaningful and creative ways. In our relentless pursuit of excellence, we envision a community in which each resident finds a source of meaningful connection. Below are several of our more unique aspects of programming.

Tunnel of Oppression: an event designed to help students develop empathy for the “other”. Students will engage with topics such as racism, sexism, mental health stigma, religious oppression, ableism, and more.

Dorm Wars: a high-energy competition between all residence halls involving a shopping cart race, obstacle course, and a mystery event. Winners receive funds to award to their charity partner.

Midnight Breakfast: Hosted on the last day of classes, students are welcomed into the Dining Hall where they are served breakfast and given an opportunity to participate in karaoke and other activities.
Local restaurants like Deli Boys, Gardner’s Market, Stacks, and Perkits are some of the favorites in town, serving everything from intricately-crafted deli sandwiches to the best frozen yogurt you’ve ever laid hands on. Our downtown area is a quaint few blocks with coffee shops, specialty boutiques, and a hidden back alley art gallery where local artists show off their talents.

When the weather is nice, the Greenway provides a nice course to run, walk, or bike through the middle of Cleveland, and Fletcher Park is a great stop if you need a few minutes away from the noise of the city. Campus is located only ten minutes from the major shopping centers in town, offering plenty of additional dining options, clothing stores, and a movie theater.

Chattanooga is known for a lot more than just it’s famous Choo-Choo. It is an incredibly scenic city with a modern art museum, aquarium, live music venues, and a copious amount of local, delicious cuisine that all serve to make the city one of the most popular weekend destinations for staff and students alike.

If it’s not the city that you’re craving there too. Our university sits just a half hour away from several gorgeous hiking locations, as well as a few major rivers that people frequently raft, tube, and kayak down. Chilhowee, Lookout, and Starr Mountain are all within easy driving distance of campus for an afternoon on the trail.
CONTACT US

(423) 614-6001
jrussell@leeuniversity.edu

Check Here for Position Availability