Truett McConnell
UNIVERSITY

Job Announcement

Job Title: TMU Housing Coordinator and Male Resident Director

Department: Student Life

Reports To: Director of Student Life

Pay Status: Non-Exempt

Position Status: Full Time **Approved By:** Jenni Shepard

Position Summary: The role is responsible for assisting the VP of Student Life and Athletics in carrying out the duties of the Student Life Department. This position will coordinate TMU student housing assignments (male and female), Student Life internal housing data, Male resident assistants as Male Resident Director, and assist with the Student Life Leadership Council and campus events.

Primary Responsibilities/Essential Job Functions:

- Coordinates and assigns all housing for males and females on campus according to policy. Collaborates with female resident director on placements in female housing.
- Keeper of the TMU Housing Map each Semester.
- Responsible for all J1 Web Data for student life such as: housing charges, meal plans, and other student life charges. Responsible for inputting this data on the front end and maintaining accurate data throughout the semester.
- Directs the Male RAs and works with reporting any discipline issues with incident reports. Works with the Director of Student Life on disciplinary or conduct related issues.
- Will lead and Coordinate Discipleship with male RAs and will collaborate with Abide small groups in the male Dorms.
- Manages and Directs Hall Programs for the male Dorms.
- One of the first responders for issues that arise in campus housing for facilities related issues or incidents in male/female housing.
- Assists with chapel on Tuesday mornings and sometimes setup Monday night/ teardown Tuesday.
- Assist with check-in/check-out procedures related to move in each semester.
- Must communicate and collaborate with the Female RD to ensure that both parties are handling housing procedures the same and following the policies set forth in the TMU Student Handbook.
- Team approach (all hands on deck) in Student Life as it relates to the monthly student life large events.
- Will be involved with the Student Council through a leadership role or support role.
- Required to live on campus to be able to fulfill the duties of the job and be available 24/7 for on campus emergencies involving students and campus housing

Minimum Education, Experience and other Requirements:

- Bachelor's Degree Required.
- Must be a professing Christian with active membership in a local church.
- Able to effectively utilize technology to fulfill the duties of the job.
- Familiarity working with software platforms with a skillset that is quick to learn new skills.
- Ability to Work on Weekends and during non-traditional hours required for student life events, activities, and housing on campus.

Application Submission Process:

Please submit completed TMU application and resume to:

Jenni Shepard
Vice President for Student Life and Athletics
jshepard@tmu.edu
Truett McConnell University
100 Alumni Dr.
Cleveland, GA 30528

Deadline to submit resumes: **until filled**

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