



RESIDENCE DIRECTOR APPLICATION PACKET

WHAT IS INCLUDED IN THIS PACKET

Residence Director Job Description
Residence Director Application

Please note that all included forms must be turned in before your application packet is considered complete. Only students with a complete packet will be considered for the position.

Applications are due by 2/23/2023 At 4:45 P.M. You will sign up for an interview slot as well with the Res Life office as well.

Mark your calendar for
RD interviews!

February 27-28, 2022

In Student Development

Starting at 9:00 am

The Residence Life Mission Statement

The purpose of Residence Life is to set an example in speech, life, love, faith, and purity, and to serve the student body of Louisiana Christian University by fostering a community where students are heard, encouraged, supported, and directed according to the guidelines established by the university.

Louisiana Christian University

Residence Life

Residence Director Job Description

The Residence Director position at Louisiana Christian University provides students with experience in administrative, supervisory, programming, and counseling experience in the residence hall setting. As a live-in staff member of Student Development/Residence Life, the Residence Director will work with students in providing and maintaining a comfortable living environment and assisting individuals in their personal development.

Qualifications

- Applicants must be a junior, senior, Graduate student, or LCU alumni by Fall 2023
- Applicants must have served at least one academic year as a Resident Assistant
- Applicants must have a minimum cumulative GPA of 2.75
(Residence Directors will be required to submit GPA at the end of each semester)
- Applicants must be able to serve the entire 2023-2024 academic year from August 1 – May 30
- The Director of Residence Life reserves the right to override these qualifications and make any exceptions if necessary.

Compensations/Benefits

- Private room within assigned residence hall
- Big Cat meal plan (19 meals/week and \$205.00 cat cash)
- Reserved parking
- Monthly pay of \$250.00 for a ten-month commitment *from Aug. to May*

Conditions of Employment

- Maintain a minimum 2.75 cumulative GPA.
- Off campus employment is *strongly* discouraged but must be approved by the Director of Residence Life. Residence Life should be your top priority.
- Must serve for a full academic year acknowledging that reappointment will be based upon job performance and evaluation.
- Must be available for RD and RA training.
- Read Handbook the Summer prior to Fall RD training.

Responsibilities

- **Availability and accessibility to the Director of Residence Life.** The Residence Director must attend regular staff meetings with the Residence Life Staff. Phone calls from the Residence Life Office, administration or residents must be returned promptly.
- **Supervise Resident Assistants.** The Residence Directors provide leadership, direction, training, and evaluation of resident assistants. Responsibilities include conducting weekly staff meetings, routine paperwork, supporting and assisting individual resident assistants, and encouraging the development of specific goals and objectives. This requires the Residence Director to be fully knowledgeable of the resident assistant's job responsibilities.
- **Perform specific administrative duties.** The Residence Director will collect and disseminate residence life information, ensure adequate staff coverage, ensure

acceptable standards of safety and security of residents, maintain frequent and up-to-date information of the physical condition of the building and report when conditions are not acceptable.

- **Maintain availability and accessibility to residents.** The Residence Director's work responsibility begins prior to the opening of residence halls and terminates once the closing and inventory of residence halls has ended.
- **Expected Weekends and Holiday Coverage.** Each RD will be responsible to cover some weekend/overnight duties per semester. This does include holidays. A schedule will be worked on with the Director of Residence Life with all RD staff members at the beginning of each semester. As a staff member, any time LCU offices are open, you will be expected to be on campus as well.
- **Assist in the orientation and training of the resident assistants.** The Residence Directors must return earlier than all resident assistants in the fall to help assist the Director of Residence Life in the preparation and training of the resident assistants during fall orientation.
- **Assist with staff selection.** The Residence Director will work closely with the Director of Residence Life in preparing, organizing, and supervising RA Carousel and the selection of resident assistants each spring semester.
- **Sensitivity to the needs and concerns of students.** The Residence Directors are expected to be knowledgeable of the resources available on campus and in the community to provide referrals to students with individual needs. The Residence Director provides leadership and direction for the orientation and adjustment of students with special needs such as freshmen, transfer students, international students, and handicapped students.
- **Maintain positive, Christian attitude and example.** As a staff member of Louisiana Christian University, a private, Baptist institution, Residence Directors are to conduct themselves in a manner that is Christ-like and God glorifying. This includes not only a Christian attitude in speech but in action and the way the Residence Director presents his or herself. Likewise, the Residence Director is expected to abide by all policies and procedures of the *Student Handbook*, both on and off campus.
- **Help foster the development of personal and community responsibility.** The Residence Director will encourage residents' development of personal and community responsibility by supporting, communicating, and enforcing university policies, procedures, and regulations. By enforcing such policies, the Residence Director will help residents develop personal responsibilities for their actions and gain respect for the rights of others. In addition, the Residence Director will work to create and maintain an atmosphere conducive to study and academic success.
- **Encourage, support, and contribute to worthwhile educational programs within the residence halls.** The Residence Director will assess the needs of students and their interests/concerns and will institute programs and formulate plans that meet these needs. The Residence Director will also be responsible for approving, overseeing, and evaluating programs held by the resident assistants in their building. Part of programming will require the Residence Director to initiate interaction between the Louisiana Christian University faculty, Student Life Staff, and other community members.
- **Attendance of campus life events.** The Residence Directors play an essential role in the effectiveness of campus-wide programming of events, activities,

and athletics. Because the Residence Director's role is vital to the success of their residents, attendance and participation in campus-wide events will be required (Unless given permission by the Director of Residence Life). These duties will be coordinated by the Director of Residence Life.

Training and Evaluation

- The Office of Student Life and the Director of Residence Life will provide the Residence Directors with orientation information, skills, training, and support to carry out their responsibilities.
- Residence Directors can expect to receive feedback and evaluation of their job performance. An evaluation will occur at least once per semester during the academic year by the Director of Residence Life. The Residence Directors should also expect to be evaluated by other staff members each semester.
- Administration, faculty, and staff of Louisiana Christian University will be available to support Residence Directors through consultation, sharing of resources, and previous knowledge and carrying out discipline of students when needed.
- The Residence Life program will provide the Residence Director with opportunities for professional growth and development in administrative, leadership, and supervisory skills.
- The Residence Life program will assist Residence Directors in the pursuit of their careers through written recommendations of job performance for future employment.



LOUISIANA
CHRISTIAN
UNIVERSITY

RESIDENCE DIRECTOR APPLICATION

Personal Information

Last Name: _____ First Name: _____

Age: _____ Gender: Male / Female

Home Address (not LCU): _____

City: _____ State: _____ Zip: _____

LCU Box Number: _____ Student ID #: _____

Cell Phone Number: _____ Email Address: _____

LCU Information

Semesters at LCU: _____ Semesters in LCU Residence Halls: _____

Major/Minor: _____

Classification at the end of this semester: FR SO JR SR Graduate

Anticipated Graduation Date: ____/____/____ Cumulative GPA: ____ Fall Semester GPA: ____

Previous RA experience: Year(s): _____ Res Hall: _____

Will you be student teaching, participating in clinicals, interning, or a member of any intercollegiate athletic team for the Fall 2022 and/or Spring 2023? If yes, please explain.

Employment Information

Present Employment: _____

Hours per week: _____ Work Phone: _____ / _____

If you currently have a job outside of Residence Life, do you anticipate working next year and if so, how many hours a week will you be working? ☐ YES ☐ NO

Hours per week: _____

Church and Other Activities

Home Church: _____ City: _____

Local Church: _____ City: _____

List any areas in which you are involved at your church: _____

List other religious organizations to which you belong or in which you participate:

List any academic, athletic, professional, or social organizations to which you belong and any offices you have held:

Personal Background and Beliefs

Do you have any physical limitations that would cause you to not be able to perform the following basic duties of a Residence Director? YES / NO

- Moving furniture
- Various cleaning responsibilities

Do you smoke? YES / NO Do you drink alcoholic beverages? YES / NO

Have you ever been convicted or pled guilty for use or sale of illegal drugs? YES / NO

Have you ever been convicted or pled guilty for any sexually related crime? YES / NO

Have you ever been convicted or pled guilty for any crimes other than minor traffic violations? YES / NO

In your own words, please make a statement regarding your beliefs about human sexuality.

The Residence Life Program and You

Check the ResHall in which you are interested in serving as a RD:

- | | | |
|--|--|--|
| <input type="checkbox"/> Cottingham | <input type="checkbox"/> Tudor | <input type="checkbox"/> Church Hall |
| <input type="checkbox"/> College Drive Apts. | <input type="checkbox"/> English Village | <input type="checkbox"/> Ware Street Apts. |

Why do you want to serve as a Residence Director? What can you uniquely offer the RA Program?

What apprehensions do you currently have about serving as a Residence Director?

Briefly describe your strongest character trait: _____

Briefly describe your weakest character trait: _____

What do you feel are your greatest strengths and major accomplishments as a resident assistant?

How do you foresee yourself balancing your academics, the Residence Director position, personal life, and other involvement opportunities (intramurals, chorale, athletic teams, etc)?

List any special training or experience you have received in the following areas:

Counseling: _____

Evangelism: _____

Teaching: _____

Group Dynamics: _____

List any other experiences or talents you have that you feel would be of use to you as a Residence Director:

Describe how you plan to lead and assist the resident assistants for whom you are responsible.

If you were given the chance to improve the resident assistant position and/or the way Residence Life is done at Louisiana Christian University what changes would make and why?

As a Resident Assistant this year, please evaluate your performance serving in this capacity and describe at least one area in which you need to improve.

Briefly explain your understanding of the Residence Director serving as role model on campus. _____

Briefly describe how you see the Residence Director position as it relates to the Dean of Students, the Director of Residence Life, other Residence Directors, and the resident assistants.

What is the Gospel?

In your own words, describe what the gospel is according to the Christian faith.

Statement of Faith

Letters of Recommendation

Name	Relationship	Email

The Residence Life team is seeking students who abide by LCU policies and procedures, but more importantly, who exhibit behavior of those who are redeemed by and walking in a relationship with Jesus. The fruit of that relationship is demonstrated in your day-to-day life as well as your social media presence. Student leaders are expected to live above reproach in their social media activity. Please indicate which social media platforms you use and provide username for your social media accounts:

Facebook	
Instagram	
Snapchat	
Twitter	
TikTok	

I understand that if I am selected as a Residence Director, any false or incomplete information on this application may lead to my immediate dismissal. I further understand that Residence Directors DO NOT have a contract with Louisiana Christian University.

Signature: _____ Date: _____

This RD Application Packet is due in the Residence Life Office by DATE