Emmanuel College invites applications for the position of Residence Director. A Residence Director is responsible for the overall management of the assigned residence hall which includes supervision of students and Resident Assistants (RA). Residence Directors are responsible for maintaining an RA/RD office with set hours and submitting required documentation in a timely fashion. In addition, a Residence Director is responsible for implementing programmatic initiatives that promote spiritual growth, student learning, and academic success along with enforcing policies as outlined in the Residence Life guide. Residence Directors live in the residence hall provided by the College, are full-time, 11 month employees who report to the Director of Residence Life.

Qualifications: Bachelor’s degree required with relevant work experience. Preference will be given to candidates that have a Master’s degree in Counselor Education, College Student Affairs Administration, Counseling, or a related field with 3 years professional experience. In addition, the applicant should clearly desire to integrate the Christian faith with the profession of student affairs administration. The candidate should be a committed follower of Christ who identifies with the mission of Emmanuel College.

Skills: Sets goals and objectives based on the needs of the student population served. Leadership, initiative, and administrative ability. Model ethical behavior. Ability to work with a diverse campus community and support the institutional goals of Emmanuel College. Ability to use the computer with Windows and Microsoft products to complete tasks. Excellent organizational, managerial, problem solving, oral and written communication skills. Ability to balance a variety of tasks and demands.

Mental Demands: Ability to respond in a professional manner to difficult situations involving student conduct and residence living. Possess strong ability to work under pressure while maintaining professionalism and dedication to students. Dedication and passion for working with students, faculty, staff, administration, and parents of students. Ability to learn and enforce policies and procedures and retain information. Presents self in a professional manner that reflects the mission of Emmanuel College and the policies outlined in the employee handbook.

Physical Demands: Walking, standing, and sitting. Ability to pull, grasp, lift, bend and lower objects. Possess the ability to attend meetings at different locations on and off campus. Can engage in repetitive finger and wrist motions common with computer usage. Hearing and speaking demands.

Filing out an application: Please forward the following documents directly to the contact person listed below:
• Cover Letter
• Resume, including 3 references
• Unofficial transcripts
• Pastoral Letter of Recommendation: Needs to be from a current pastor and to include a verification of current church membership, a description of the applicant’s activity in the local congregation, and an evaluation of the quality of the candidates’ personal commitment to Christ.
• Personal Testimony: An explanation of the applicant’s relationship with God through the Lord Jesus Christ, including a brief account of accepting Christ as personal savior, church membership, and current church involvement

**No application will be considered until ALL requested documents have been received.**

Application materials should be forwarded (electronic preferable) to Joann Harper, Director of Human Resources, at jharper@ec.edu.

**Contact:**
Joann Harper  
Director of Human Resources  
Emmanuel College  
P.O. Box 129  
Franklin Springs, Georgia 30639  
jharper@ec.edu  
706-245-2805