

**Resident Educator  
Tabor College  
Hillsboro, KS**

**Job Overview:**

The Residential Educator is a live-in position, which promotes and supports the learning outcomes of all Tabor College students. This is accomplished through collaborating with Academic Programs and development of intentional programming within Student Life.

**Job Description:**

1. By actions, words, and lifestyle, be a Christian role model to students through casual contact and/or formal supervision
2. Invest in the lives of residents in assigned living area through individual and group contacts.
3. Supervise and mentor the current year's Resident Assistant (RA) staff (3-8 per staff) in assigned living area.
4. Conduct weekly RA staff meetings to disseminate information, provide training experiences, foster personal and professional growth, and develop a sense of team cohesion and vision.
5. Meet one-on-one with assigned living area RAs weekly to develop both personal and professional growth.
6. Coordinate RA "on duty" schedule for designated living area.
7. Participate in planning and execution of fall and spring RA trainings, RA retreats, and monthly RA leadership training events.
8. Recruit, select, and train the following year's Resident Assistant staff.
9. Maintain a visible presence in the residence halls through participation in living area events and frequent walk-throughs of residence halls.
10. Supervise the provision of monthly educational and community-building programming within the designated living area.
11. Provide necessary challenge and support as student needs arise; refer students to other resources, such as counseling, academic support, etc., as needed.
12. Administrate and communicate community expectations consistent with a Christ-centered institution and in keeping with Tabor's community covenant. This duty may include providing and leading students through a redemptive and restorative discipline process and appropriate sanctions.
13. Serve on the discipline committee—attending weekly meetings and participating in follow-up communications with students.
14. Monitor and assess maintenance issues that arise in the residence halls – including but not limited to keeping facilities management staff and RA staff aware of facility issues.
15. Provide assistance in crisis management and conflict resolution, as needed.
16. Cover one on-call evening per week, and share weekend on-call coverage with other Residence Life staff.
17. Serve as an after-hours professional presence on campus; this duty is shared with Residence Life staff.
18. Provide crisis intervention and refer students to appropriate resources, such as emergency room visits and counseling services.
19. Organize and carry out drills for fire and severe weather twice per semester.
20. Facilitate monthly Fire & Safety checks with RA staff.

21. Participate fully as a team member of Student Life and of Residence Life – including Student Life and Residence Life staff meetings and one-on-one meetings with the Director of Residential Education.
22. Meet with students identified as at-risk through intervention time in Student Life staff meetings; provide necessary documentation for these contacts.
23. Meet weekly with assigned Academic Probation students; provide necessary documentation for these contacts.
24. Communicate with students and faculty/staff regarding academic support resources.
25. Communicate effectively and graciously with others.
26. Hold regular office hours, as assigned by the Director of Residential Education.
27. Direct day-to-day housing operations in designated living area, including room changes and damage assessments.
28. Participate in leading orientation and arrival of new students – help manage move-in and check-in process and be part of orientation sessions and activities, as needed.
29. Read and comply with Student Life policies and procedures manual and uphold the Student Handbook.
30. Additional ancillary duties will be assigned to each Residential Educator, This will include one or more of the following depending on RE load: Director of Residential Education, Student Activities Advisor, Director of Intramurals, Student Success Counselor, Coordinator of New Student Orientation, Student Ministries Director (Men's/Women's), CHUMS Director, First-Year Experience Instructor, New Student Academic Advisor.

**Qualifications:**

1. Bachelor's degree required, master's degree preferred
2. Residence life experience strongly preferred

Start Date: July 28, 2021

Work/Hours: 10 Months

Qualified and interested candidates should submit a cover letter and resume to Misty Smithson by email at [mistys@tabor.edu](mailto:mistys@tabor.edu).