

**Female Residential Educator and  
Director of Housing & Summer Events  
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. In addition to the Resident Educator role, other duties include assisting with housing operations and assisting with summer campus visits and events. This is a 12-month position.

**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. Administrate and communicate community expectations in keeping with Tabor's community covenant (which may include leading students through a redemptive and restorative process associated with student misconduct and related sanctions) and Student Life Handbook;
12. 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.
13. Provide necessary challenge and support as student needs arise including assistance in crisis management and conflict resolution, referring students to appropriate resources, such as academic support services, medical services, and counseling services;
14. Cover one on-call evening per week, and share weekend on-call coverage with other Residence Life staff;
15. Serve as an after-hours professional presence on campus; this duty is shared with other Residence Life staff;
16. Organize and carry out drills for fire and severe weather twice per semester;
17. Facilitate monthly Fire & Safety checks with RA staff;
18. 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;

19. Hold regular office hours, as assigned by the Director of Residential Education.
20. Participate in orientation and arrival of new students – help manage move-in and check-in process and be part of orientation sessions and activities, as needed;
21. Additional ancillary duties as assigned by the Dean of Student Life (e.g., Student Activities Advisor, Director of Intramurals, Student Ministries Director (Men's/Women's), CHUMS Director, etc.);
22. Assist with coordination of housing operations including room changes, damage assessments (heavier assignment during summer) and on-campus housing assignments for current and incoming students; and
23. Assist with summer campus visits and events.

**Qualifications:**

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

Start Date: July 2023

To Apply: Qualified and interested candidates should submit a cover letter, resume and references to Alex Wiens, HR Coordinator, by email at [tchumrec@tabor.edu](mailto:tchumrec@tabor.edu).