

**TABOR COLLEGE
POSITION DESCRIPTION**

Position Title: Female Assistant Residential Educator / Housing Director

Work Schedule: Full Time – Live in Position

Supervisor: Dean of Student Life, Learning, and Formation

- Promote and support the learning outcomes of all Tabor College students, collaborating with Academic Programs and development of intentional programming within Student Life
- By actions, words, and lifestyle, be a Christian role model to students through casual contact
- Invest in the lives of residents in assigned living area through individual and group contacts
- Supervise and mentor the current years Resident Assistant Staff in the assigned living area
- 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
- Monitor and assess maintenance issues
- Participate and collaborate with other Resident Educators to ensure a quality resident life experiences for students
- Coordinate housing operations, including sign-ups room changes, damage assessments, and visitor accommodations.

Desired Requirements

- Bachelor's degree
- Residence life experience