

STUDENT LIFE

MANHATTAN CHRISTIAN COLLEGE

Residence Hall Supervisor Job Description & Application

MCC Mission: *To educate, equip, and enrich Christian leaders.*

Application Deadline: February 10, 2017 by 5pm

Please be sure to read over the entire Residence Hall Supervisor Description very carefully. All qualifications must be fulfilled in order for you to be considered for the position of Residence Hall Supervisor.

Included in the application are four reference forms to be completed by a local Pastor, current boss, friend or someone you are currently doing ministry with (No family members). We reserve the right to have a background check performed on each applicant and spouse.

After an initial screening by the Student Development Office, you will be notified if you are selected to interview for this position. Those selected to interview will be contacted by the Student Development Office to sign up for a time and date to interview.

I. QUALIFICATIONS

- A. Be a committed disciple of the Lord Jesus Christ. Model the love of Christ for others and the power of God's word in your daily life. Model Christlikeness in your conduct, attitude, and service.
- B. Believe in the mission of Manhattan Christian College and be able to submit to and support the policies of the institution.
- C. **Be 25 YEARS of age or older and willing to commit to a MINIMUM of 2 years of service.**
- D. College degree preferred.
- E. Be able to provide leadership in:
 - 1. Spiritual discipleship
 - 2. Administrative responsibilities
 - 3. Community building
 - 4. Helping roles
 - 5. Role modeling
 - 6. Campus programming
- F. Must be available for:
 - 1. Training sessions
 - 2. Weekly Resident Assistant meetings
 - 3. Weekly Residence Hall devotions
 - 4. Weekend responsibilities
 - 5. Student needs on a day-to-day basis
 - 6. Check-in and check-out before and after each semester
 - 7. Orientation
 - 8. Bimonthly meeting with the Director of Student Development
 - 9. Summer new student pre-enrollment days
 - 10. Other responsibilities as listed in next section & as needed
- G. Demonstrate the ability to work in cooperative relationships with faculty, staff, and students, especially the Student Development Office. Be customer service oriented.

II. RESPONSIBILITIES

- A. Maintain a personal growing relationship with Jesus Christ that puts the Lord first in all areas of life.
- B. Assist in the guidance of our students towards a growing relationship with Jesus Christ.
- C. Work with the Student Development Office and the Resident Assistants in holding students accountable to Biblical Christian standards as well as the rules of MCC and the Residence Halls. The Residence Hall Supervisor will deal with the disciplinary measures in the matter of Residence Hall rules along with the Resident Assistants. If the student refuses the judgement of the Supervisor or the Resident's Assistant, he/she will see the Director of Student Development.

All Residence Halls will adhere to the same procedures (see Residence Halls Discipline). The Residence Hall Supervisor will work with the Student Development Office in other areas of discipline, reporting more serious issues to the Director of Student Development including issues of:

- 1. Alcohol use
 - 2. Drug use
 - 3. Premarital sex
- D. Be available to assist students with problems associated with:
 - 1. College transition
 - 2. Relational issues
 - 3. Homesickness
 - 4. Stress
 - 5. Other personal issues
 - E. Serve as a student advocate. If there is a need for counseling in a situation, work with the Student Development Office in assisting the student to find appropriate counseling.
 - F. Oversee the devotions in the Residence Hall Monday nights at 10:00 p.m. Devotions will last 30 minutes. You are responsible for planning devotions each week, taking attendance, and giving appropriate fines to residents who miss devotions (see Residence Halls Discipline).

Small Groups are also mandatory and consist of students who meet together on Tuesday mornings at 11:00. All Freshmen and Sophomores will meet with an upperclassmen leader in their Small Group. Periodically check to see how these groups are doing. Report problems to the Director of Student Development. (Small Group leaders will be chosen by application process and the groups will be organized and trained through the Student Development Office.)
 - G. Help provide a time and/or place conducive for study in the Residence Hall.
 - H. Plan social activities within the Residence Hall to promote relationship building.
 - I. Attend a meeting with all Residence Hall Supervisors and the Student Development Department *twice a month*. You report directly to the Director of Student Development.
 - J. Assist the Student Development Office in the assignment of rooms and roommates in the Residence Hall.
 - K. Be consistent in upholding all of Manhattan Christian College housing regulations.
 - L. Hold a meeting with your Resident Assistants once a week to pray, discuss problems, and provide encouragement.
 - M. Oversee the care of the Residence Hall and organize the scheduling of cleaning duties and job checks. Assign appropriate fines (see Residence Halls Discipline) to those not fulfilling job and room check duties. Turn in any unpaid fines to the business office once a month.

Make sure that the Residence Hall is kept in stock of cleaning supplies, toilet paper and paper towels. Report anything that needs repair to maintenance by completing a work order online. At the end of each school year, walk through the Residence Hall with the Student Development Office to turn in requests for summer maintenance repairs, cleaning and upkeep.
 - N. Work with the Student Development Office during the week of Orientation. Oversee the check-in process of students moving into the Residence Halls as well as the check-out process (end of each semester). The Student Development Office will provide check-in/check-out sheets to be filled out by the Residence Hall Supervisors and Resident Assistants. These are to be turned in to the Student Development Office at the end of check-out.
 - O. Oversee Residence Hall hours. Residence Halls are open from 7:00 am to midnight Sunday through Thursday and until 1:00 am on Friday and Saturday.

Members of the opposite sex are allowed in the main lounges during these hours and open residence hall hours (twice a month) only. Students of the opposite sex are not allowed in the suite lounges or rooms except for open residence halls hours twice a month (see Residence Halls Discipline).

- P. Oversee the curfew hours for freshman students. Curfew lasts until Spring Break. Curfew hours are midnight Sunday through Thursday and 1:00 am for Friday and Saturday. For students breaking curfew, assign appropriate disciplinary measures (see Residence Halls Discipline).
- Q. Make allowance for supervision of the Residence Hall when you are not there. Limit being gone overnight from the Residence Hall during the school year and notify the Director of Student Development if you will be gone overnight.

The Residence Hall Supervisor **MUST NOT BE GONE OVERNIGHT FROM THE RESIDENCE HALL DURING ANY LARGE CAMPUS EVENT** (i.e., Oasis, Family Weekend, Timothy Days, etc.)

- R. Be on alert for students missing chapel and church on a regular basis. Talk with those who are missing frequently.

III. COMPENSATION

- A. The Residence Hall Supervisor will receive free room and board for each fiscal year served as Residence Hall Supervisor.
- B. The Residence Hall Supervisor will receive a 10-meal plan, during the school year, to be used in the MCC dining services.
- C. Approximately \$5,000 yearly (July 1-June30). The specific amount will be determined upon the final fiscal budget. This amount will be paid in equal increments on the 15th and 30th of every month.

IV. RESIDENCE HALLS DISCIPLINE (as of 2016)

- 1. Missing or arriving late to Residence Hall devotions (for any reason): \$10.00 fine (first and all offenses)
- 2. Coming in after hours/curfew:
 - 1st time—1 day of campusing
 - 2nd time—2 days of campusing and work detail
 - 3rd time—dealt with individually
 - Campusing means a student is only allowed to attend classes, chapel, church, small group, as well as their Christian Service. This excludes a student from participating in any other extracurricular activities on the days campused. If a student is caught participating in other extracurricular activities, he/she will be dealt with on an individual basis.
 - Work detail will be decided by the Residence Hall Supervisor and Resident Assistants and must be completed within two days.
- 3. Sneaking out after hours/curfew: Same consequences as coming in late.
- 4. Guy in girls room/floor or Girl in guy's room/floor:
 - 1st time--\$100 fine plus 3 days campusing
 - 2nd time--\$150 fine plus one-week campusing
 - 3rd time—will be dealt with individually
- 5. Lost room key or late key/outside door key: \$50.00 fine (per key)
- 6. Job Checks:
 - Job checks will be every Monday and Thursday night at 9:00 p.m. (unless posted otherwise)
 - Room checks will be every Thursday night at 9:00 p.m. (unless posted otherwise)
 - Unclean room or job not done at time of job checks will result in a \$5.00 fine per job.
 - If fine is not paid within two weeks, the fine doubles and is turned into the Business Office.

RESIDENCE HALL

Supervisor Application

Full Name: _____
(first, middle, last)

Address: _____
street city state zip code

Date of Birth: _____ Male Female

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____

Residence Hall you are applying for: Johnson Hall (men) Kenoyer Hall (women)

Spouse's name (if applicable): _____
First Middle

Spouse's Date of Birth: _____

Education Background: College hours Bachelors Degree Graduate Post-Graduate

Degree(s): _____

College(s): _____

Previous Job Experience: _____

Have you ever been convicted of a felony other than a traffic violation? Yes No If yes, please explain:

What ministries and/or community activities are you currently involved in and what are your responsibilities?

Ministries and/or Community Activities	Responsibilities

Complete each of the following: (please print or type & attach a separate sheet if necessary)

1. Describe your Christian faith and church affiliation.
2. Describe why you believe God has led you to apply for this position and why you want to invest your life in this ministry.
3. What do you see as the role of the Residence Hall Supervisor?
4. What would your strengths be in this position?
5. What would your weaknesses be in this position?
6. What kind of experience do you have that you think would help you in this position?

REFERENCES:

Name: _____ Phone: _____ Relationship: _____
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THANK YOU FOR APPLYING!!

Residence Hall Supervisor applications are due **February 10, 2017 by 5pm**
to the Director of Student Development.