Job Title: Women's Residence Life Coordinator (WRLC) **Department:** Student Life

Reports to: Chief Operations Officer **Supervisory Responsibility:** No

Full-time or Part-time: PT (potential to move to FT) **FLSA Status**: Non-Exempt

Wage: $20.05/hr

Type: In person **Hours**: 20 to 40 hrs/week

Mission

The Women's Residence Life Coordinator (WRLC) disciples Great Northern University students and helps them successfully navigate their college experience while living in GNU student housing and participating in campus life. As a member of the Campus Life team, the WRLC shares in the responsibility of cultivating environments that promote academic, spiritual, and personal success for each student, with a primary focus on the female student body.

Areas of Accountability

The WRLC is responsible, but not limited to, for the following measurable outcomes.

Measurable Outcomes
Care, Mentorship & Discipleship (Primary Focus) • Build relationships with female students through regular presence, intentional connection, availability, and scheduled 1:1 meetings • Provide basic care support and facilitate conflict resolution within women's housing • Lead weekly women's house meetings focused on spiritual, personal, and academic development • Offer 1:1 mentorship, coaching, and discipleship to female students as needed • Support the Director of Campus Life in teaching, discipleship, and spiritual formation initiatives **Women's Housing Operations** • Support onboarding and placement of new students in housing • Coordinate move-in and move-out processes for women's housing • Assist with preparing and maintaining women's housing properties • Ensure housing systems (internet, cameras, etc.) remain functional, and report issues promptly • Assist with communication to students regarding housing expectations, community standards, and campus life opportunities

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

- Provide insight and feedback on women's housing needs, trends, and areas for improvement

Lead Team Leadership

- Participate in hiring, training, and mentoring Lead Team members
- Co-lead weekly Lead Team meetings
- Support leadership development and relational connection within the Lead Team

Campus Life & Community

- Collaborate with the Director of Campus Life on student support needs and community-building efforts
- Assist with major Student Life events
- Support campus tours and hospitality efforts
- Work weekly Clive's shifts as assigned

Documentation, Compliance & Reporting

- Maintain accurate documentation in Populi for student interactions, care notes, and housing concerns
- Conduct Populi reporting as assigned
- Support creation of policies and compliance documents as assigned
- Participate in all required Campus Life team meetings and trainings

Requirements

- Commitment to GNU's vision, mission, core values, and beliefs
- Agreement with the University's Code of Belief and Conduct
- Demonstration of spiritual maturity and an unequivocal commitment to the local church
- Possession of a bachelor's degree in a related field, or equivalent experience
- Strong communicator through all mediums

Work Environment/Conditions

Working Conditions/ Physical Factors: *Occasionally = 1%-33% Frequently = 34%-66% Continuously = 67%100%*

This position operates in an environment of higher education, including professional office and residential housing. This role routinely uses standard office equipment such as computers, phones, and photocopiers, and will frequently interact with other members of the Great Northern University community, i.e., students, faculty, other administrators, parents, and the general public. Some lifting of promotional items for events is required.

While performing the duties of this job, the work environment requires the following:

- Work is primarily indoors. It requires climbing stairs, sitting, standing, bending, and reaching - *Continuously*.
- Requires a sustained level of high energy, stamina, and the ability to move on a regular and ongoing basis – *Continuously*.
- Requires the ability to hear, see, and speak clearly – *Continuously*.
- Requires the ability to lift/or move up to 10 pounds – *Frequently*.
- Requires the ability to lift/or move up to 25 pounds - *Occasionally*.

These statements of belief are part of our Code of Belief and Conduct that can be found online and is to be signed in agreement upon hire.

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As our campus serves students who are minors, employees of GNU are required to submit to and pass a background check to be employed.

To apply, complete the online employment application at https://www.gnu.edu/about/employment/employment-questionnaire/

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