

Howard Payne University

Position Announcement

Position Title: Resident Director (Women's Residence Hall)
Posting Date: June 9, 2011
Start Date: Anticipated Opening – Start Date to Be Determined
Status: Full-time
Classification: Administrative / Exempt

Expectation: Howard Payne University is a Christian, private, liberal arts institution affiliated with the Baptist General Convention of Texas. Employees are expected to conform to the basic ideals of a church-related university and actively participate in an evangelical Christian church and community activities. Preference may be given to applicants who are Baptists.

The university does not discriminate on the basis of race, color, national origin, gender, age, or disability. Only applicants meeting the minimum requirements stated below will be considered as candidates. Background investigations will be conducted. Your signature on the Employment Application indicates your understanding of these statements.

Salary: Salary commensurate with experience plus on-campus apartment and administrative meal plan. Standard HPU benefits apply.

Job Duties: The full-time Resident Director is responsible for the development, implementation, and evaluation of the university's Residence Life program within her assigned women's residence hall. The Resident Director is expected to maintain extensive contact with students, including evenings and weekends. The Resident Director should be guided by a sense of mission to Christian higher education, a commitment to the personal development of college students, a commitment to excellence, an orientation to performance, and a high degree of stamina.

Requirements: Applicants must be female, demonstrating maturity and possessing the ability to set direction, to relate well to both students and fellow staff members, and to delegate responsibility effectively. The successful candidate must also be open to personal growth and innovative ideas. A master's degree in student development, counseling, or closely related area and a minimum of one year of experience in residence life or other student affairs/development area preferred. Bachelor's degree required. This is a security sensitive position.

Application Procedure: Submit an HPU application form and resume to:

Howard Payne University
Office of Human Resources
Packer Administration Building, Room 210
1000 Fisk Street
Brownwood, TX 76801
Phone: 325-649-8012
Fax: 325-649-8974
E-mail: klynn@hputx.edu

Application

Deadline: Until Position is Filled