

Position: Resident Education Director (RED)

(Full-Time, Exempt, Live-In Position)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

Location: Residence Life, Student Development Office

Overview: The Resident Education Director (RED) plays a key role in supporting the university's mission by fostering a safe, inclusive, and developmentally supportive living environment for residential students. As a live-in member of the Student Development team, the RED teaches principles of communal living, manages student housing operations for an assigned hall, advises student leaders, and helps implement a variety of programs to enhance student engagement.

Key Responsibilities:

- **Residential Community Leadership (30%)**
Teach best practices of communal living, promote student responsibility, and ensure an environment that aligns with the university's values and policies.
- **Residence Hall Management (25%)**
Oversee assigned university housing, including administrative tasks such as rosters, housing assignments, billing, and reports. Maintain posted office hours and provide student support.
- **Staff Supervision & On-Call Duties (20%)**
Recruit, train, and evaluate Resident Assistants (RAs). Serve in the residence life on-call rotation and conduct regular rounds of housing facilities.

- **Programming & Student Development (15%)**
Plan and facilitate hall-level programming and assist with broader student engagement initiatives that foster learning, retention, and student connection.
- **Student Conduct & Support (5%)**
Assist with policy enforcement, student conduct processes, and provide resources or referrals for students facing personal or academic challenges.
- **Other Duties (5%)**
Perform additional responsibilities as assigned by the Director of Student Housing and Engagement.

Supervision: Reports to the Director of Residence Life.

Work Schedule: Full-time, flexible schedule, including regular evening and weekend responsibilities. The day-to-day schedule may vary based on student needs, duty rotation, and university events.

Performance Goals:

- Maintain a welcoming and well-managed residential community
- Achieve positive feedback from students, staff, and peers
- Implement successful student programs that support learning and retention
- Enforce university policies fairly and consistently
- Effectively supervise and support assigned RA staff

Qualifications:

- **Education:**
 - *Required:* Bachelor's degree
- **Certifications:**
 - *Required:* Valid driver's license
 - *Preferred:* First Aid/CPR certification
- **Experience:**
 - *Required:* At least one year of relevant experience or equivalent internship in campus housing, residence life, recreation, or student affairs
 - *Preferred:* None
- **Skills and Competencies:**
 - Strong interpersonal, organizational, and communication skills
 - Ability to maintain confidentiality in crisis or conduct matters
 - Commitment to a student-centered approach
 - Capacity to manage multiple projects in a dynamic environment
 - Comfort with Microsoft Office (Word, Excel, PowerPoint, Outlook)
 - Willingness to work within a diverse and inclusive campus community

Salary and Benefits: Salary will be determined based on qualifications and experience. Full-time benefits are included. This is a **live-in position**, and on-campus housing is provided.

Additional Information:

- A detailed job description will be provided during the interview process.
- All KWU employees are designated as “Responsible Employees” under Title IX and must report concerns related to sexual misconduct.
- Employment offers are contingent upon successful completion of a criminal background check.
- Kansas Wesleyan University is an Equal Opportunity Employer and affirms the values of diversity and inclusion in all hiring practices.