



Job Description

Student Formation and Community Life Manager

Division Information

The Division of Students Affairs supports and challenges students to achieve their full potential by providing comprehensive co-curricular opportunities and services. It provides a comprehensive system of support for students to accomplish the mission of Stillman College.

The Office of Student Life helps achieve the Division of Student Affairs' and the College's mission by preparing students to be leaders and to serve others. These aims are achieved through active participation in their formation through programs, activities, religious reflection, and services that advance the development of students spiritually, intellectually, socially, academically, professionally, and physically.

Job Summary

The Student Formation and Community Life Manager will co-create an inspiring and dynamic residential and educational environment. These responsibilities will extend beyond the campus and into the surrounding community. This position works closely with its Director to integrate Stillman College's mission and values within the residential halls, in the classroom, and throughout the entire community. The successful candidate is both a problem preventer and problem solver. Leading with kindness, encouragement, and respect for diversity, equity, and inclusiveness based on ethnicity, race, gender, sexual orientation, and socio-economic identities, this person will demonstrate a relentless commitment to nurture the unique potential of Stillman College's gifted and twice-exceptional students.

The successful candidate must demonstrate the following:

- Understand that emotional, spiritual, and intellectual learning happens everywhere, in the classroom and the community, and eagerly incorporates these multiple ways of learning into the student experience.
- Guide the college culture and ensure that every student at the college is known and understood through a strengths-based lens that emphasizes the image of God in every student.
- Recognize the crucial role of the faculty in the spiritual, emotional, mental, and physical formation of the students.
- Collaborate actively with Stillman College faculty and Student Support Services to support their work through a residential curriculum, community-building experience.

Mindset

The Student Formation and Community Life Manager leads with integrity and a commitment to excellence. You have high emotional intelligence and strong Christian values. You see the image of God in every person, believe in the unique potential of every person, and you welcome the opportunity to assist others in discovering their passions and gifts. You exhibit humility, appreciating feedback, and you model these qualities for the campus community. You are inspired by gifted students, and you understand their needs as they develop their Christian identity and strengthen their intellectual talents. You are also respectfully engaging with parents, student relatives, faculty, and staff.

Responsibilities

The Student Formation and Community Manager reports to the Director directly and through a "dotted-line" to the Dean of Student Formation, Campus Life, and Engagement and is responsible for cultivating the college's culture by fostering a Christ-centered community that procures a safe and secure living environment, develops programs, and facilitates spaces that nurture growth. Responsibilities include the following:

- Communicate and maintain community standards consistent with the Student Handbook. This includes informing



students of college policies, procedures, and encouraging students to monitor their environment. Investigate, enforce, and follow-up with students' behavioral violations.

- Administer student residence hall check-ins/check-outs (including room condition report processes) and supervise room changes and damage billing processes.
- Complete accurate incident reports of student misconduct within the residence halls and throughout the community.
- Collaborate with other staff for campus-wide "on-call" emergency duties.
- Manage and reinforce the cleanliness and upkeep of students' personal and communal spaces.
- Report, track, and manage residence hall maintenance issues with the housekeeping and facilities departments.
- Act as the primary contact for students' parents and guardians.
- Act as mentors to student Resident Assistants.
- Actively promote and participate in campus and community events.
- Supervise and encourage the appropriate dress for each occasion.
- Facilitate ongoing opportunities to educate students' good manners, good habits, and appropriate communication to peers and adults.
- Coordinate students' transportation to off-campus activities and school-related events.
- Provide guidance to residents through programming, counseling, and referral to facilitate students' spiritual, academic, and social development. This includes overseeing, and implementing floor, hall, area, and campus-wide programs.
- Implement one campus-wide program/service project per academic year.
- Assign housing & meal plan charges to students in Colleague by Ellucian.

Required Skills/Abilities

- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Experience in diverse communities of color and diverse population
- Commitment to inclusive, international, and global communities
- Basic computer skills
- Some physical effort required

Education and Experience

- Master's degree in Social Work or Psychology, or the Master of Divinity degree, preferably with a focus in Youth Ministry, Campus Ministry, or 2-3 years experience in a related field serving young learners (e.g., counseling, college student personnel, teaching, human development, living and learning, student residential education).
- Presbyterian applicants can be ordained to this position as a validated ministry in the Presbytery of Sheppards and Lapsley.

Benefits

- Live-in Requirement: 1 bedroom/1.5 bath apartment less than 10 min away from the college
- 9-month meal plan included
- Health Insurance