

Kingswood University Position Available

POSITION TITLE: Men's Resident and Maintenance Director

CLASSIFICATION: Full-Time, 12 months

RESPONSIBLE TO: Reports to the Vice President for Campus Life as a member of the Campus Life team.

POSITION SUMMARY: The goal for Campus Life personnel on campus is to support the ongoing transformation in students' lives as they develop Christian character, personal discipline, and spiritual leadership. Developing and maintaining a high level of morale among students and staff in the university community is an important ingredient in achieving this goal. This position requires residency on campus as provided by the university, for residence life supervision. Residence life and campus events are used as valuable learning experiences in the character development of students.

RESPONSIBILITIES: The Resident and Maintenance Director will assist in the total development of student life on campus, especially as it relates to residence life and keeping campus well maintained. Responsibilities:

- Supervision of a Resident Assistant staff for assigned residence facilities.
- Model effective leadership and life skills through a growing relationship with Jesus Christ.
- Work closely with students in a mentoring capacity assisting them in their spiritual development.
- Provide pastoral care, counsel and discipline, requiring students' compliance with the Campus code of conduct.
- Timely completion of meeting minutes, incident reports, strategic goals and outcomes reporting.
- Plan residence life and campus activities.
- Develop a recreation program for students including intercollegiate competition within the limits of the resources allotted.
- Plan and execute special recreation events on and off campus, serving as driver for such events.
- Play a management role in oversight and ongoing development of the Benson Athletic Complex.
- Regularly checking and reporting on residence maintenance and cleanliness issues.
- Provide hands-on leadership to campus garbage and snow removal operations including plowing, sanding/salting and shoveling.
- Supervise and work with grounds keeping personnel including mowing, lawn care and landscaping.
- Provide plant operations service to ensure the success of special events.
- Receive University deliveries and distribute goods as required to various campus locations.
- Work after-hours service for plant operations emergencies, special events, and snow removal.
- Recruit and supervise student workers and volunteers to carry out plant operations projects and duties.
- Maintain a healthy level of ownership and pride in the presentation of the campus and its services.
- Involvement in student organizations and ministry leadership as assigned and appropriate. An overall involvement in campus life.
- View responsibilities as a ministry, leading with a positive attitude and a servant spirit.
- Other duties as assigned by the VP for Campus Life to accomplish the University mission.

QUALIFICATIONS:

- Exemplary Christian character and lifestyle in agreement with the membership commitments for leaders of The Wesleyan Church and the ministry and mission focus of the university.
- Positive personal characteristics of attitude, flexibility, initiative, persistence, professional presentation, and team spirit.
- Demonstrated leadership giftedness in problem solving, communication skills, listening, and relating.
- Ability to communicate and relate well with students, especially related to teaching life skills, mentoring and coaching.
- An ability to initiate and develop programs related to student life.
- Experience and a high level of competency in discipleship ministry as well as maintenance duties preferred.
- Has a Class 4 driver's license for driving vans, or willingness to obtain one.
- Training and experience in pastoral ministry and/or counseling preferred.

VALUES:

- Exemplary Christian Character and lifestyle in agreement with the membership commitments for leaders of The Wesleyan Church and ministry and mission focus of the University.
- Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion and respect for all other persons, including maintaining a non-intimidating, harassment-free work environment.
- Integrity and moral excellence, with life above reproach.
- Commitment to enthusiastically assist in fulfillment of Kingswood University's mission.

General University Information: Kingswood University is owned by The Wesleyan Church. The mission of Kingswood is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

Direct resumes to:

Rev. Kirk Sabine
Vice President for Campus Life
Kingswood University
P.O. Box 5125
Sussex, NB E4E 5L2

Email: sabinek@kingswood.edu