Hello! I suspect as you are thinking about whether you want to invest the time and energy into applying for a job at a place like Belmont. You are probably thinking that Belmont, and even this booklet, is like dozens of others schools you are considering. On the surface, you are absolutely right! Neither the institution nor the booklet looks too different from what you commonly see. Out of respect for your time, allow me the next few paragraphs to pull back the curtain in a small way as I begin to describe to you what we think makes Belmont and our residence life program very different from the rest.

We want to work with happy people who do not necessarily depend on other people for their happiness. When you work in a field that is concerned for the happiness and well-being of other people, you cannot contribute to that endeavor if too much of your energy is devoted to making a few needy employees happy. It is not that we do not care about our employees here. In fact, it’s quite the opposite. We want our employees to develop into the healthy, well-rounded professionals that can have a long career fueled and sustained by their passion and energy. To assist you, we seek deep, personal connections with the people we hire. We encourage and teach a supervision style that goes beyond the employee and employer relationship. We demonstrate our commitment to and care for those who work for us by setting an expectation of excellence, and we support that commitment by expecting that we too must be excellent in order for you to be excellent. Our experience is that many places expect candidates to be excellent while few places offer a similar promise in return.

You will work hard at nearly any job you choose. It’s the same at Belmont. What we hope makes us different is that we choose to value hard work as a finite commodity, one that can and will be emptied if not replenished from time to time. We want you to do as much work that is filling and hopeful as it is hard and challenging. If you leave us empty and broken from hard and draining work, then we failed in our commitment and care for you. We offer work beyond just running a residence hall and leading resident assistants. We want you to lead your peers and pursue tasks that have real value to our department while the tasks also build upon your strengths and teach you to minimize your weaknesses. We want our employees to leave with their passion and energy intact and even enhanced.

We know we are not for everyone. We want the decision to apply to Belmont to be an informed one. To that end, we have prepared the following booklet to give you the necessary knowledge to determine your direction. The booklet provides information about our vision and mission as well as facts about both Belmont and the wonderful city of Nashville, but I would tell you to read carefully the stories told by our staff. These stories reveal all the small ways that we hope to distinguish ourselves, allowing us to make a difference for our students and staff in a big way.

Thank you for your interest in our program, and best wishes in your journey.

Regards,

Anthony Donovan, Ed.D.
Associate Dean of Students
BELMONT UNIVERSITY

Mission Statement
Belmont University is a student-centered Christian community providing an academically challenging education that empowers men and women of diverse backgrounds to engage and transform the world with disciplined intelligence, compassion, courage and faith.

At a Glance
• Majors in Music Business, Nursing, Audio Engineering, Motion Pictures, Marketing and more
• Four-year private, Christian, liberal arts university
• Largest Christian university in Tennessee
• Enrollment of more than 8,000 undergraduate and graduate students
• Ranked Top 10 of U.S. News & World Report’s “America’s Best Colleges Regional Universities in the South”

RESIDENCE LIFE

Mission Statement
The Office of Residence Life at Belmont University is committed to fostering a Christian community that encourages students and staff to focus on personal and spiritual growth, as well as individual, communal and civil responsibility within an educational and purposeful living experience.

At a Glance
• Staff members include Associate Dean of Students and Director of Resident Life, two Assistant Directors, sixteen Residence Directors and additional office support staff
• On-campus housing includes eight first-year residence halls and eight upperclassmen complexes
• Over $800 million spent in the past 18 years to build new residence halls
• Residential population of over 3,500 students
COMMUNITY COMMITMENTS

**Individual Worth**
The Belmont community is committed to the dignity and worth of every individual, recognizing that each person is unique with certain rights and responsibilities. Such respect for the individual calls for tolerance of differing opinions, attitudes and cultures and insistence on fair and just treatment for all individuals.

**Personal Integrity**
The Belmont community is committed to personal integrity as the foundation of University life and as the cornerstone of a premier educational experience. The community believes trust among its members is essential to scholarship and is basic to effective interactions and operations of the University.

**Critical Thinking**
The Belmont community is committed to the pursuit of truth and the communication of knowledge. The community encourages individuals to develop the ongoing capacity for critical independent thinking and judgment. The community believes in the individual’s right to teach and to learn, as well as in the individual’s responsibility to prepare adequately.

**Self-Control**
The Belmont community is committed to self-control and respect for self and others that enable all individuals to develop intellectually, spiritually, socially, emotionally and physically. The community believes in the ongoing developmental process of individuals’ assuming responsibility for the effect their behaviors have on themselves and others.

**Community Responsibility**
The Belmont community is committed to positive interpersonal relationships among all members of the University community and members’ interactions within the community beyond campus. In so doing, the community respects the rights and properties of all individuals and the community itself. The community also respects the laws of the society and the just administration of those laws. The community encourages responsible citizenship and involvement of each individual and seeks to serve and to be faithful stewards of all its resources.

- **POSITION DESCRIPTION**

As an integral member of the Residence Life staff, the Residence Director is primarily responsible for supervising and implementing the administrative responsibilities and educational programming for an assigned residential complex. This is a 12-month, live-in position.

**Responsibilities**

- **EDUCATIONAL**: Creates a learning environment for students and staff. Designs hall programs that creatively support departmental, divisional and University missions. Demonstrates ability to engage in learning and developmental conversations with RA staff and students.

- **COMPLEX**: Manages residential complex issues, including but not limited to reporting damages, key inventory, check-in, check-out and room assignments; and follows up appropriately. Acts as a liaison between residents and Facilities Management Services staff.

- **SUPERVISORY**: Supervises and mentors Resident Assistants, Front Desk staff and operations. Helps Resident Assistants develop professional skills and administers correction when appropriate.

- **PERSONAL DEVELOPMENT**: Sets goals for professional growth and displays an interest in development. Thoughtfully considers supervisor/peer feedback. Attempts to maintain areas of strength and grow in challenge areas, and shows actual, measurable progress towards this end.

- **RELATIONAL**: Models positive personal relationships and behaviors with residents that are in line with University policies and values. Creates a comfortable and welcoming environment for staff and students.

- **COMMITTEES**: Is an active, dependable and innovative member of assigned department and University committees. Supervises chaired committees in an effective and respectful manner. Completes committee assignments in a timely manner. Informs supervisors of progress and actions of assigned committees.

- **SAFETY & SECURITY**: Effectively administers community accountability processes in a timely manner. Participates in the On-Call duty rotation and provides hospital support. Displays good decision making and judgment skills when dealing with crisis or difficult situations. Monitors the facility to ensure a safe and secure living environment for students.

- **FLEXIBILITY**: Shows ability and willingness to adjust to varying responsibilities and department needs. Contributes to the success of the vision and mission of the Residence Life Department. Willing to take on other duties as assigned.
COMPENSATION & BENEFITS

Compensation
The Office of Residence Life at Belmont University offers Residence Directors a competitive yearly salary of $38,000. Residence Directors are evaluated annually and may receive annual raises based on job performance. In addition, Tennessee has no income tax, which will result in an increased take-home pay as compared to other states.

Insurance
Residence Directors are full-time employees of Belmont University and are qualified to receive medical, dental and vision insurance from Blue Cross Blue Shield, the University’s health care provider. Belmont employees are also qualified to apply for life insurance from multiple providers.

Retirement
Belmont offers a choice between TIAA-CREF and Guidestone to participate in a 403(b) account. Belmont will match up to 5% after one year of service or when one year of prior service at another university is met.

Tuition Reimbursement
Full-time staff and members of the faculty who have held provisional or tenured appointments at Belmont University for at least six months are eligible to receive a reduction of tuition and academic enrichment fees.

Vacation/Holiday/Sick Time
Full-time staff at Belmont begin with 10 vacation days per year. In addition to vacation days, full-time staff also receive two floating holidays each year and accrue one sick day each month.

Facilities
Residence Directors are provided rent-free apartments, wireless internet, cable and utilities. Some apartments have laundry appliances, but those Residence Directors who do not have these appliances are encouraged to use the complimentary laundry facilities in their residential complex.

Extras
- Residence Directors receive approximately $400 in professional development funds annually.
- Residence Directors receive a free parking pass.
- Residence Directors and their spouses receive complimentary access to the fitness center on campus, including access to group fitness classes.
- Residence Directors receive complimentary tickets to Belmont sporting events and other select events.
- Residence Directors receive a discount at the campus bookstore.

RESIDENTIAL COMPLEXES

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<tr>
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<th>CAPACITY</th>
<th>ACADEMIC STATUS</th>
<th>ROOM STYLES</th>
</tr>
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<tr>
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<td>120</td>
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<td>290</td>
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SIX CHARACTERISTICS of a SUCCESSFUL RESIDENCE DIRECTOR at BELMONT UNIVERSITY

**Faith:** In Residence Life, we like to say that RDs may not have a conversation about their faith every day, but they should feel comfortable with discussing their Christian beliefs and traditions should that conversation arise.

Belmont University holds Christian faith as a critical component of its foundation and history. I value having the opportunity to openly talk to students and colleagues about belief systems that are both similar and different from my own. Our office, provides one-on-one opportunities to do this through our intentional programming, conversations through one on one interactions, and partnering with other offices on campus such as University Ministries.

_Benjamin Wood, former Russell Hall RD_

**Accept the Tilt:** Often we view true balance as a perfectly horizontal teeter-totter with work on one side and life on the other, but Residence Directors are encouraged to picture “balance” as a slight tilt toward our work as an RD.

If you are in Residence Life, you know the challenge that comes with mastering a good work-life balance, and Belmont is no different with our Residence Director position. In my four years as a Residence Director, milestones in my personal life have created a positive challenge on this balance, specifically with getting married and having a child during my time at Belmont. As an RD, I felt really supported by my Assistant Directors and the Director during some of those hard days where the demand for the position took precedent over spending time with my family.

_Benjamin Wood, former Russell Hall RD_

**Happy People:** RDs who are the most successful at Belmont are people who are happy without needing others to be happy. In life and in any career field, there are days that challenge us and days that lift us up. Being a naturally happy person makes the hard days feel lighter and the good days even sweeter!

Many of us that are drawn to the RD role have a deep desire to engage with, encourage, and guide students. Those are the days that we strive. However, in reality, there are days and seasons when our students and the RA we supervise don’t need us or the guidance that we give. In those times, our happiness isn’t found in other’s needing us or being happy about what we are able to give them; it’s found in our own purpose and personal joy. Being happy even when others don’t need me allows for me to find fulfillment elsewhere and to thrive in my work.

_Derian Hamblin, Wright Hall RD_

**More than Just an Employee:** So much of the RD role intertwines with one’s personal life in that who RDs are and what they value are reflected in their work. Because of this fact, the senior staff members desire to support and challenge the RDs in their professional work as well as their personal development. Successful RDs are willing to engage in more than just a standard employee-supervisor relationship, having additional conversations with their supervisors about their personal lives and development.

I so appreciate the opportunity to work in a department where people care for one another well—both inside and outside of the work environment. Whenever I walk into the main office, I know someone will take the time to ask me how my day is going to or follow-up about something they know is going on in my personal life. My husband and I both live all the way across the country from our dearest family and friends, so to be cared for by our colleagues on a day-to-day basis is such an encouragement.

_Kirsten TenHaken-Riedel, former Kennedy Hall RD_

**Supervise the Way We Supervise:** One of the most rewarding aspects of being an RD is the relationships that you get to cultivate with your RAs. As an RD, we are encouraged to be more than just a “boss,” but to be a coach, mentor and friend and to supervise the way that we are supervised by our Assistant Directors. Before coming to Belmont, I never felt that I had supervisors that were concerned with aspects of my life beyond what the job required. Since coming to Belmont, I have felt loved, supported and challenged by each of my supervisors. They have taken a genuine interest in me, both professionally and personally, and consistently encourage my growth and development in these areas. This idea of challenge and support is modeled by our supervisors and has made it that much easier to demonstrate with each of my staff members. The concept of continual growth and development is present in every aspect of the work we do as RDs and as such, it is something that I try to incorporate with my RAs as well. As a supervisor, I aim to replicate this style and help my staff develop holistically, not just as an RA but as a person, and to become the best versions of themselves.

_Jessica Rice, Patton Hall RD_

**Support Network:** A strong support network is crucial to the Residence Director role. Having a team of people that you know you can process with, celebrate even the smallest victories together and get trustworthy feedback from is so important. My community at Belmont and in Nashville has been this for me during my time as an RD.

A very special thing about Residence Life at Belmont is that both internal and external support networks are encouraged. Our senior staff members recognize that we need to work well as a team and help each other. They also know that to be healthy individuals and team members we need to have connections outside of our work. Knowing that my supervisors recognize this as a major part of the RD role, was a restorative transition for me stepping into my work at Belmont.

_Katelyn Sharpes, former Lower Hillside RD_
One of the things that drew me to Residence Life at BU was the confidence that I had in the Assistant Directors and Director’s ability to develop me professionally and personally. I believe we can only be developed as much as we allow our supervisors, co-workers and friends into our lives. We are not only encouraged to allow ourselves to be known here so that we can rely on each other, but to also grow as people. Unless you are talking with someone who has worked in Residence Life before, it’s hard to fully know what all we do and understand some of the unique challenges Residence Life entails. I know that my BU community “gets it” and has knowledge of our community in a way that no one else does. I’m confident that I can go to my coworkers and supervisors when I need to process and I love encouraging fellow staff members, as well. Not to mention, our staff always has a lot of fun together.

I've lived in Nashville for almost 10 years now and I feel rooted here because my family has grown in this city and some of my closest friends are here. These relationships are so refreshing and help me to reframe my purpose when I'm on campus. My husband is very supportive of my role and I believe that is a vital part of my success as an RD. Without his positive attitude towards my work and our living situation as a family, I don’t think my experience would be nearly as rewarding as it has been. Professional learning that I’m able to experience each year and the personal support I feel from our office are some of the most beneficial parts of the role for me. The supervision and feedback I receive is incredibly helpful. I know that the development I’m getting is going to benefit me long-term. I never doubt that my supervisors have my interests in mind in difficult moments. I can look back at many situations and conversations at Belmont where I now see that the Residence Life community was helping me grow.

To ask specific questions about the Residence Director position at Belmont University, please contact ResLife@belmont.edu to speak with members of the Residence Director Hiring Committee.
**BEYOND BELMONT RESIDENCE LIFE**

*Phill Shallenberger*
Coordinator of Athletic Fundraising & Head Baseball Coach
Cairn University
Former Upper Hillside Apartments RD

“During my time as an RD at Belmont, I was put in positions to lead both students and peers that I would have never received anywhere else. As a head coach, I am viewed as a leader by about 30 individuals, including assistant coaches. The leadership opportunities I had at Belmont taught me how to lead peers through autonomy and authorship while giving a sense of direction.”

*Antwone Cameron*
Dean of Student Affairs
Thomas More College
Former Potter Hall RD

“Being an RD at Belmont prepared me for my current role because it taught me some of the intricacies that are needed in the realm of residence life and conduct, which directly connects to the areas I oversee now. Additionally, the many different experiences I had at Belmont definitely prepared me to juggle multiple things at once.”

*Shanna Carmack*
Director of Residence Life,
Carson-Newman University,
Former Russell Hall RD

“Having the opportunity to serve as a Residence Director at Belmont University was one of the most transformational experiences of my career. I learned how to supervise peers, respond to critical incidents and to invest in my professional development. Dr. Donovan and the senior staff continually challenged me to think critically about all of the myriad of challenges that arise in Residence Life.”

*Chris Agans*
Career Development & Internship Specialist
Belmont University
Former Lower Hillside Apartments RD

“Being the chair of the RD Hiring Committee provided me invaluable insight into the hiring process, because I was able to not only see what things candidates did to make themselves stand out, but I also got to take part in the conversations on the employer side and learn what aspects were important to them in making hiring decisions. In my current role, I still share things I learned from that experience and use examples from my time in that role to better assist students in marketing themselves for future positions.”

**RESIDENT ASSISTANT EXPERIENCES WITH BELMONT RDs**

*Casey Enright, Horrell Hall, Class of 2017*

“Belmont Residence Life has been an amazing place to work. I have not only had the privilege to have worked with such great RAs, but the RDs are truly incredible. I would consider the three RDs that I have had to be both my bosses and my friends. Belmont RDs are so focused on building the RAs and making sure that we are taken care of in this very demanding job. I am so thankful that I have been able to work with such amazing people.”

*Koby Langner, Belmont Commons RA, Class of 2019*

“My relationship with my RD was one of the most formative relationships of my college experience. Amidst the turbulence of my busy schedule, I looked forward to our weekly one-on-ones as a breath of fresh air. I loved that my RD was not merely a supervisor to me, but also a mentor who offered wise counsel and a friend who cared for my well-being. He was a life-giving and strengthening presence. He believed in me and encouraged me throughout the chaos of life. I never expected my supervisor to be such an influence in my life, but he walked with me through two of my most formative years. I continue to call on him to this day as a dear mentor and friend!”

*Jasmine Meriweather, Kennedy Hall, Class of 2021*

“The RDs that have supervised me always relentlessly encouraged me to push past my fear and pursue the things that I am passionate about as well as helped me find confidence in myself. Most importantly, they have always reminded me to seek the Lord in all I do and that is more than I could ever ask for in supervisors. I am forever thankful for their guidance and to have had the opportunity to build lasting bonds with all three of my RDs during my time at Belmont.”

*Hillary Talken, Russell Hall, Class of 2019*

“Being an RA is a difficult job, but it becomes so much easier when you are working with supportive RDs. You know that as you approach tough situations, your RA coworkers will have your back. When you know that the RD will also back you up, it is easier to be confident in your abilities and knowledge of processes. RDs are indispensable to Residence Life here at Belmont; they are always here to encourage and help us deal with tough situations. I could not have made it through three years as an RA without my RDs there to make sure I am doing the best job I can do.”
LIFE IN NASHVILLE

Local Coffee Shops
A Nashville favorite is Frothy Monkey, a local coffee shop with multiple locations, including one down the street from Belmont! If you want to get away, other locations include downtown and Franklin, but the 12th Avenue South location has a trendy atmosphere. There is plenty of seating outside to enjoy a good cup of coffee on a beautiful Nashville Saturday. On top of that, the staff members are great people who make the experience that much better!

Good Food & Music
Puckett’s is a restaurant with roots that go back to the 1950s when it was a small village grocery store. They have a location in downtown Nashville if you want to explore the tourist scene, or you can take a short trip over to Leiper’s Fork for the same food in a different atmosphere. Their expansive menu offers authentic, delicious Southern favorites in a relaxed setting. On certain nights you can enjoy live music, and they have a great breakfast buffet served on the weekends. Puckett’s authentic comfort food is a hallmark way to take in the south!

Summer Days
In the summer, there’s a good chance you’ll find yourself on 12th Avenue South at Las Paletas, a cool Mexican popsicle joint. And these aren’t just any popsicles! These paletas are made with fresh fruits, vegetables and nuts. You’ll find both more traditional flavors, as well as unique favorites.

Communities of Worship
Nashville is known as the city with a “church on every corner.” There’s a variety of communities of worship, with differing beliefs and styles of practicing faith. Regardless of your denomination or tradition, there’s a place here where you can find community. In fact, no two RDs on staff attend the same church. From Roman Catholic to non-denominational, there are plenty of options to further your faith.

Staying Active
If you’re a fan of sports or other outdoor activities, Nashville has a robust and well-maintained parks system. Sevier Park, right down the road from Belmont, is great for pick-up basketball or tennis on the courts. And among the many gyms and fitness centers in Nashville, Title Boxing is one that stands out. With classes ongoing throughout the day, Title has personal trainers to coach you and spar with you. The classes are about an hour and really push you — several RDs have signed up for memberships there.

Weekend Plans
There are SO many exciting places to eat, whether you’re craving a burger (check out Gabby’s or Burger Republic), Mexican (Taco Mamacita has a killer mango salsa) or BBQ (Edley’s, Martin’s and Peg Leg Porker will give you that true Southern experience). Additionally, going with some friends to Pinewood Social for dinner, drinks and bowling is a great way to spend a Friday night. If you have a competitive side, you also might enjoy a good night of trivia. There’s at least one place that hosts trivia almost every night of the week!

Live Music
In Music City, you can go out and hear live music every night of the week if you want to! One of the best places to go is The Listening Room Café. Some of the biggest songwriters come and share their songs, each taking a turn to play some selections from their catalogue. It’s not your typical venue, though, as guests are encouraged to remain quiet while writers are playing so that the artists and their music can be fully appreciated. The food is delicious, too!
Q: What does the culture of Residence Life look like at Belmont?
A: Although a culture of being one big family sounds welcoming, families tend to be a little dysfunctional, too! Between the 16 RDs, some will form instant friendships and become life-long friends, but it is not an expectation for RDs to constantly be involved in each other’s lives outside of work. On another note, the culture among RDs is not a competitive one. We see ourselves as a team, and if one member of our team is struggling, then we do what we can to support and challenge them to be the best versions of themselves that they can be. In Belmont Residence Life, we like to say that the work environment of the RDs can be best described as good neighbors. If you need a cup of sugar or you need help with an incident, just give us a call! We look out for each other and support one another, but our hope is always that RDs have other meaningful relationships in addition to the ones they find with their coworkers.

Q: What does professional development look like for Residence Directors at Belmont?
A: When candidates inquire about our professional development efforts, often what they are asking is whether or not RDs have the opportunity to go to professional conferences. The answer to that question is “yes,” but we do so much more to develop our RDs than just allowing them to attend annual conferences. We believe RDs are consistently being developed throughout the year as a result of the regular rhythms we include in the RD experience, including their participation in and leadership over committee responsibilities and departmental initiatives. When our new RDs begin, they participate in two months of training to get acclimated to the responsibilities of the position before students even begin to arrive. Additionally, throughout the year we have an on-going RD development series for our new and returning RDs which is geared toward both personal and professional development. Once each semester, the RDs also participate in shadowing experiences that promote community engagement and campus involvement. Our Community Development model also incorporates floor community building events, as well as community wide events and various service initiatives that encourage students to get involved in our greater Nashville community.

Q: What is Belmont Residence Life’s commitment to diversity or inclusion?
A: Belmont Residence Life has a genuine commitment to both celebrating and promoting diversity and inclusion across campus. Through routine processes and procedures as well as programming initiatives, the Residence Life staff seeks to provide opportunities for students to consider and act upon issues of diversity. We are continually making progress toward promoting diversity in our department, but there is certainly significant room for growth. We are always open to creative and thoughtful ways of implementing new initiatives that promote diversity and inclusion for residential students as well as for students, staff and faculty outside of Residence Life.

Q: Can I have a pet in my apartment?
A: Although we love all furry friends, unfortunately only registered ESA and Service Animals can live on campus with our Residence Directors in their apartments. We hold our Residence Directors to the same standard as our residential students by limiting pets on campus to fish.