PROFESSIONAL RESIDENCE LIFE STAFF
Recruitment Guide 2015
HELLO!

I suspect as you are looking at this booklet, contemplating whether you want to invest the energy and time to apply for a job at a place like Belmont, you are probably thinking Belmont is like dozens of others schools. On the surface of things, you would be absolutely right! However, please allow me the next few paragraphs to pique your interest and pull back the curtain in a small way to begin to describe to you what we think makes Belmont and its Residence Life program very different from other programs.

The first question you must consider about any job possibility should be, “Will this place care about me nearly as much as I will care about it?” We believe that the wider the gap between you and the place you select, the more difficult it will be for you to enjoy the experience of working there. We seek to cultivate an environment at Belmont that tries to create the smallest gap between those two tensions. To accomplish this 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 those who work for us by setting an expectation of excellence and back up that commitment by knowing that we, too, must be excellent in order for you to be excellent. Our experience is that many places expect candidates to be excellent; few 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 do this by offering 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, as well as to build upon on your strengths and teach you to minimize your weaknesses. We want our employees to leave with their passions and energies 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 following pages discuss our vision and mission, facts about both Belmont and the wonderful city of Nashville. Read carefully the stories told by our staff. They reveal all the small ways that we hope to be different and allow us to make a difference for our students and staff in big ways.

Thank you for your interest in our program, and best wishes in your journey to the next thing.

Regards,
Anthony Donovan
Assistant Dean of Students
BELMONT AT A GLANCE...

• Belmont University is a four-year private, Christian, comprehensive university and is the largest Christian university in Tennessee.

• Belmont University has a student population of more than 7,200 students, 3,500 of which live in our on-campus facilities.

• Belmont students represent all 50 states and more than 25 different countries.

• The university has spent over $200 million in the past 10 years constructing ten residence halls.

• Belmont University is ranked number five of the top 10 in U.S. News & World Report’s “America’s Best Colleges Regional Universities (South).”
BELMONT UNIVERSITY’S
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.

Belmont University is student-centered. The university provides an environment for students to develop intellectually, spiritually, socially and physically through experiences of learning and research, leading and serving, success and failure, and consideration and choice. Faculty, administration and staff commit themselves to guide and challenge students to develop their full potential in order to lead lives of meaning and purpose.

Belmont University is a Christian community. The University faculty, administration and staff uphold Jesus as the Christ and as the measure of all things. Students encounter Christian values relevant to personal growth and spiritual maturity and are expected to commit themselves to high moral standards.

Belmont University is academically challenging. The university offers rigorous undergraduate and graduate programs emphasizing knowledge and discernment, intellectual discourse and debate, and humble engagement of cultural and social perspectives within the framework of ethical and moral reflection. All learning contexts stress the skills and dispositions necessary for lifelong learning and the sustaining value of higher education in each person’s professional and personal life.

Belmont University welcomes men and women from diverse backgrounds. The university upholds the dignity of all and fosters an atmosphere of respect for the civil expression of divergent perspectives that enables students to learn, to live, to work and to play together.

Belmont University empowers men and women to engage and transform the world. The university prepares students to use their intellectual skills, creativity and faith to meet the challenges and opportunities that face the human community.
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 toleration 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.
WHAT DO RESIDENCE DIRECTORS HAVE TO SAY ABOUT THEIR WORK AT BELMONT?

“I’m so thankful to work in such a positive environment. Because of the positivity present, I feel safe to grow both professionally and personally. I also enjoy the encouragement I receive from my supervisors and co-workers—it keeps me energized to do my job well on a daily basis.”

STEPHANIE MATIAS

“One of my favorite things about working at Belmont is that the Department of Residence Life allows me the opportunity to work with other offices across campus. Residence Life often partners with multiple members of the university to work on various initiatives. This atmosphere creates a larger community of co-workers outside of Residence Life and also enhances my professional experiences.”

SHANNA CARMACK

“I know I can count on the RDs to push me to be a better professional on a consistent basis. Each Residence Director brings their own unique talents and strengths to Residence Life and together we have a phenomenal team. It is because of this camaraderie and push for constant improvement that I would encourage others to pursue a career at Belmont.”

DANIELLE STEFFA

“I love the fact that Belmont’s Residence Life program is student-focused. Unlike larger schools, our students are not numbers and I am grateful to be a resource and guide to them in an environment that fosters and promotes servant leadership.”

NICOLE PHILLIPS

“At my previous institution, students struggled with engagement in campus activities and conversation. At Belmont, I have found the complete opposite. The students with whom I interact on a daily basis are eager to share their talents with the world, are engaged in cultural conversation both in their hall and campus wide, and are passionate about being Belmont Bruins. In every student interaction, I’ve been able to see the spark of a generation that is ready to make an impact on culture. Belmont provides a unique student population in a diverse city with many opportunities for personal growth and exploration. I feel honored to be a part of such a culture and able to pour into such a group of students.”

LIZ GRUBB
Let’s face it, most of us who are considering jobs within higher education have at some point fallen in love with the university/college atmosphere. This was the case for me. I loved the energy, excitement, community and yearly newness of each incoming class of students. However, after several years of working as a residence director at a previous institution, I decided that I wanted a different experience. After a brief one year hiatus, my job search continued. I was soon approached by an old friend who recommended Belmont’s resident director position as a potential consideration. Initially, I thought little of the idea, due to having recently left a similar position. With time and a little research, however, I was encouraged by the seemingly different atmosphere that surrounded Belmont.

Several aspects about Belmont were significantly different than the experiences I previously had. One of these was in regards to Belmont’s Christian mission. While most of modern society has an increasingly hostile view towards the expression of Christian morals, faith has continued to play the most significant role in my personal and professional development. The thought of working for an institution that not only respected this pursuit but also encouraged it to be incorporated into my daily work life was so attractive to me.

Call it a personal preference, but I appreciate hard truth. I get tired of all the fluff and empty promises made by people or institutions attempting to recruit someone. Belmont was different though. During my interview process I was told about both the positive and negative aspects of the job. The Director of Housing encouraged me to ask questions and was then brutally honest with his responses. He wanted me to make the most informed decision I possibly could and his answers helped me feel comfortable about what I could expect if I accepted a position with Belmont.

Upon my first campus visit, I became certain of one thing: this university hires superior individuals. In all honesty, I was slightly intimidated by the high caliber and overall quality of each person I met. I’ve always believed the old proverb that if you desire to be excellent, surround yourself with excellence. I believe I’ve done just that by becoming part of the Belmont residence life staff. My time here has certainly added to my professional development and I look forward to what’s to come!
The job process can be a scary and challenging process, especially for those looking for their first professional position. As I was nearing the end of my graduate studies, I interviewed with three Residence Directors from Belmont University at a regional placement exchange. The interview felt more like a conversation, and I quickly grew attached to their stories and the mission that Belmont offers its student and professionals. I was ecstatic when I was offered the Residence Director position at Belmont and over the past semester I have created many wonderful bonds with the Residence Life family.

Many people outside of Residence Life ask what I do on a day to day basis. As you may know, this is almost an impossible question to answer. Between talking to students, managing a building, participating and leading committees, and programming, a day in the life of a Residence Director is never the same and is always interesting. Belmont has and continues to strive for growth, which means Belmont is a high pace environment. This creates variety and the opportunity to step outside your comfort zone to grow as a professional.

Something that is special about Belmont is the quality of student leaders on campus. For the semester I have been employed, I have been amazed by what the student leaders at Belmont are able to accomplish. Not only do they achieve great things academically, but they also perform at high levels in their leadership positions. Going above and beyond is the norm at Belmont for student leaders, which helps create an atmosphere of success on campus.

The Residence Director position has challenged me as a new professional, and will continue to shape my professional career for years to come. I look forward every day to waking up and interacting with students, my co-workers, and making a difference in my hall and across campus.
As RDs, we get the opportunity to pour into our students. When I applied to Belmont as an RD, I didn’t know I would be the recipient of the same care and concern. I received my undergraduate degree from Belmont and was an on-campus resident for three of those years, so I was familiar with Belmont ResLife. When I was job searching, I knew that I wanted to work for an institution that cared about its students and offered good professional opportunities, and I was fortunate that ResLife at Belmont was willing to consider me.

On paper, I was not a traditional RD candidate. I had just graduated five weeks prior with my bachelor’s degree, but I was able to demonstrate a lot of experience of working with and developing students through campus recreation and student organizations. Belmont ResLife was willing to take a chance on me and hired me in June 2011 to be the RD of the Belmont Commons, an upperclassman apartment complex. Since then, I have had the opportunity to work with students in my complex, lead and be a part of our staff committees, and finish my master’s degree in Higher Education at a nearby institution. I would not be able to balance all of that if it were not for the leadership of Belmont ResLife.

When I came to work for Belmont ResLife, I was able to talk with Anthony, our Assistant Dean of Students, about my goals as a professional in Residence Life and Student Affairs. Because of his willingness to create opportunities for his RDs, I have been able to develop my public speaking skills during university presentations, improve my peer leadership and collaboration skills by becoming a committee lead on several projects, and I am able to indulge my passion for administrative work and student hiring by helping lead our RA Selection efforts. All of those opportunities have meant a lot of hard work, but it has been worth it as I have grown as a professional and served my students.

Many times, it’s a tall order to find a department to work for that cares not only for its students, but its staff the way that Belmont ResLife does. From the departmental leadership to my co-workers, it has been consistently evident that people matter here.
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 facility. This is a 12-month, live-in position.

RESPONSIBILITIES

• Develop and participate in student development and programming initiatives in assigned residential facility.

• Manage residential community’s facility issues: reporting damages, key inventories, check-in and check-out procedures, room assignments, etc.

• Supervise and mentor Resident Assistants and Front Desk staff and operations

• Develop and model positive personal relationships and behaviors with residents consistent with the University policies and values.

• Participate in Residence Life and other university committees relating to RA Selection, Professional Staff Hiring, RA Training, Assessment, Faculty Fellows, NRHH, Leadership Development, Sustainability and more.

• Administer front-line disciplinary process by hearing and sanctioning student conduct violations of students residing in residential community. If desired, a Residence Director may also be a member of the Community Accountability Board through the Office of the Dean of Students.

• Monitor maintenance needs in assigned complex and follow-up as necessary. This will involve serving as a liaison between residents and personnel in Facilities Management Services, and submitting requests through the iService Desk online system.

• Participate in the on-call duty rotation. The Office of Residence Life at Belmont University has two full-time staff members on-call 24/7 (with modifications made during holidays). In a typical month, Residence Directors at Belmont University will be on-call for four days, and on-call staff members may travel up to 20 minutes away from campus.
COMPENSATION AND BENEFITS

SALARY
The Office of Residence Life at Belmont University offers Residence Directors a competitive salary. Residence Directors are evaluated annually and will receive annual raises based on their job performance. In addition, Tennessee has a limited 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 Humana, 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% if the one (1) year of service requirement or 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 (6) months are eligible to receive a reduction of tuition and academic enrichment fees.

VACATION/HOLIDAYS/SICK TIME
Full-time staff at Belmont begin with 10 vacation days per year. Vacation time is available to use starting six (6) months after start date. In addition to vacation days, full-time staff also receive two (2) floating holidays each year, and earn one (1) sick day a month.

FACILITIES
Residence Directors are provided rent-free apartments, local phone access and utilities. Each apartment receives wireless internet. Some apartments have laundry appliances; those Residence Directors who do not have these appliances are encouraged to use the laundry facilities in their residence hall free of charge.

EXTRAS
- Residence Directors receive a parking pass (per family car) at no cost
- Residence Directors and their spouse receive complimentary access to the fitness center on campus, including access to group fitness classes
- Residence Directors receive complimentary tickets to Belmont sporting events
- Residence Directors receive a discount at the campus bookstore
- Residence Directors may enroll in academic classes at a discounted tuition rate
## ON-CAMPUS FACILITIES INFORMATION

<table>
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<tr>
<th>BUILDING</th>
<th>TYPE OF HALL</th>
<th>TOTAL #</th>
<th># OF RAs</th>
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<tbody>
<tr>
<td>Belmont Commons</td>
<td>Co-ed Upperclassmen Apartments</td>
<td>116</td>
<td>5</td>
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<tr>
<td>Bruin Hills</td>
<td>Co-ed Upperclassmen Apartments</td>
<td>86</td>
<td>3</td>
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<tr>
<td>Dickens</td>
<td>Co-ed Upperclassmen Apartments</td>
<td>240</td>
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<tr>
<td>Hail</td>
<td>Co-ed Freshmen Hall</td>
<td>77</td>
<td>3</td>
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<tr>
<td>Heron</td>
<td>Female Freshmen</td>
<td>106</td>
<td>4</td>
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<tr>
<td>Hillside</td>
<td>Co-ed Upperclassmen Apartments</td>
<td>402</td>
<td>12</td>
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<tr>
<td>Horrell</td>
<td>Co-ed Upperclassmen Apartments</td>
<td>150</td>
<td>5</td>
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<td>Kennedy</td>
<td>Co-ed Freshman Hall</td>
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<tr>
<td>Maddox</td>
<td>Male Freshman Hall</td>
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<td>Patton/Bear House</td>
<td>Co-ed Freshmen Hall</td>
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<td>11</td>
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<td>Male Freshmen</td>
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<td>Two Oaks Hall</td>
<td>Co-ed Upperclassman Hall and Apartments</td>
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<tr>
<td>Wright</td>
<td>Female Freshman Hall</td>
<td>192</td>
<td>6</td>
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FREQUENTLY ASKED QUESTIONS

Q: WHEN IS THE OFFICIAL START DATE FOR THIS POSITION?
A: The official start date for the Residence Director position at Belmont University is June 1. This start date allows health insurance benefits to begin on July 1.

Q: WHAT IS THE PET POLICY FOR RESIDENCE DIRECTORS AT BELMONT UNIVERSITY?
A: Residence Directors are expected to adhere to all Belmont University policies, including the pet policy. The pet policy permits students and staff to own fish in a 10-gallon tank or less; no other pets are permitted on campus.

Q: WHAT PROFESSIONAL DEVELOPMENT OPPORTUNITIES ARE THERE FOR RESIDENCE DIRECTORS AT BELMONT?
A: Professional development is an area that the senior staff in the Office of Residence Life at Belmont University cares deeply about. Professional development opportunities offered to Residence Directors at Belmont University include, but are not limited to, opportunities to collaborate with and lead peers through committee work, opportunities to shadow professional staff in other areas of the university, and opportunities to advise student organizations and teach freshman experience courses. In addition to these experiences, Residence Directors receive professional development funds to help aid conference costs.

MORE ABOUT NASHVILLE, TENN

• Nashville is known as the Music City because of the many musicians and musical event venues in the city.
• The city of Nashville is home to nearly 650,000 individuals.
• 50% of the U.S. population is within 600 miles of Nashville, including Louisville (178 miles), Memphis (212 miles), Atlanta (248 miles), St. Louis (311 miles) and Chicago (474 miles).
• Nashville is home to the longest continually running live radio show in history—The Grand Ole Opry; other historical sites include The Hermitage (home of President Andrew Jackson), the Ryman Auditorium, the Belle Meade Plantation, the Bluebird Café and The Parthenon.
• Nashville is often referred to as “the Athens of the South” due to the many higher education institutions present in the greater city limits, including Vanderbilt University and Fisk University.