Southern Virginia University
Office of Residence Life

Senior Head Resident Advisors

The Southern Virginia University Office of Residence Life invites qualified couples to apply for the position as Senior Head Resident Advisors. (SHRA)

Applicants must be available to work a varied schedule, which may include a combination of days, evenings, and weekends.

JOB SUMMARY:

The Senior Head Resident Advisor (SHRA) couple works together to help supervise and coordinate the residence life program at Southern Virginia University. Additionally, they directly supervise the other HRA’s and train the HRA’s and RA’s in the performance of their duties. They act as a liaison between the administration and other residence life professionals. They may supervise one residence life community and have direct responsibility for the implementation, instruction and enforcement of residence life policies and procedures in that community.

RESPONSIBILITIES:

- Lead and serve the University and the staff by example in supporting the University’s mission, core values (which are scholarship, discipleship, accountability, enthusiasm and refinement), and policies in their work ethic and overall job performance
- Provide training and support for the Head Resident Advisors and Resident Advisors
- As necessary, act as Head Resident Advisor over one residence hall and oversee Resident Advisors therein
- Establish an environment in keeping with the core values of Southern Virginia
- Enforce residential life policies with residents
- Serve as a liaison between the RA’s, HRA’s and the Dean of Students
- Supervise, plan and conduct the training of RA’s
- Assist in conducting the training of the HRA’s
- Serve as liaison between the HRA’s, RA’s and the dining hall staff
- Schedule and supervise RA’s in performance of duties in dining hall
- Help resolve conflicts
- Administer fines
- Refer students to other offices on campus for various needs
- Ensure the cleanliness and safety of the areas they manage
- Check residents into and out of residence halls
- Conduct furniture inventories
- Plan and execute monthly residence hall activities
- Approve/disapprove off-campus housing requests
- Perform other duties as may be assigned or as recognized as necessary
- Report to the Dean of Students
ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Must be available to work from May 2015 to graduation 2016 (with breaks as authorized).
- Well-developed time, project, and deadline management skills
- Excellent interpersonal skills, utilizing tact and discretion to resolve problems, issues and concerns in a professional and appropriate manner
- Strong public relations skills to maintain effective working relationships with faculty, staff, students, parents and the general public
- Excellent oral and written communications skills; ability to interpret appropriate information to compile reports
- High levels of energy, enjoy working with people, and have an understanding of and empathy for students’ transition issues.
- Superior customer service skills, including but not limited to responding to questions and requests for or about services in a timely manner.
- Ability to maintain a high level of confidentiality.

PREFERRED QUALIFICATIONS:

Preference may be given to applicants with exceptional talent and/or specialized skills in any of the following areas:

- Experience working in Southern Virginia residence life
- Experience working with youth or in conflict resolution

TRAINING, EDUCATION AND EXPERIENCE:

- Bachelor’s degree preferred
- 2-3 years experience in working in a relevant area, or an equivalent combination of relevant education and/or experience.

SPECIAL REQUIREMENTS:

The successful applicant will possess and maintain a valid Motor Vehicle Operator’s License. Note: Applicant must have and maintain a driving record that is acceptable to SVU and its insurance carrier(s).

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Ability to travel for residence life purposes
- Must be able to lift 50 pounds on an occasional basis