



Fulton Adventist
University College

"Others" | EST 1905

JOB DESCRIPTION:

Position:	Director of the Women's Residence
Employer:	Fulton Adventist University College – a University College owned and operated by the Trans Pacific Union (TPU) of the Seventh-day Adventist Church
Location:	Masimasi, Sabeto Road Nadi FIJI
Revised:	August 2023

Fulton Adventist University College Mission Statement:

Empower graduates through quality Adventist Education for dedicated Service.

Position Summary:

The Role of the Director of the Ladies Residence is to:

- Be a mother, friend and counselor (physically and spiritually) to the women living away from home. The Director will cultivate a warm, caring relationship with the women so that it is easy for them to treat her as their confidante. She will ensure that the women are personally comfortable and the residence hall provides a pleasant Adventist environment for the happy co-existence of women from many different cultures.

Qualifications Required:

The successful appointee would be

1. A practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ, characterised by a deep desire for worship and service to God.
2. Eligible to hold current missionary credentials.
3. Hold an appropriate tertiary qualification and experience.
4. Have a comprehensive knowledge of the church and its management.
5. Organised
6. Interested in and have an aptitude for cross-cultural ministry.
7. Able to maintain confidentiality.

Core Competencies:

1. Well-developed interpersonal and relational skills.
2. Effective communication, including excellent presentation skills and good verbal reasoning ability.
3. An ability to organise and manage systems and events.
4. Well-developed pastoral skills of spiritual awareness and the ability to apply Christian principles in a range of circumstances.

Specific Responsibilities:

1. Be the liaison between the residents in the Residence Hall and the Students Services.
2. Have a regular presence in the Residence Hall, **not less than 10 hours per week average throughout the semester**, to mingle and visit with students and be available for counseling.
3. As part of the registration process for students, welcome them to the Residence Hall and complete the appropriate documentation on the condition of the room.
4. Manage the allocation of rooms, giving considering to age and ethnicity in a multi-cultural community.
5. As part of the withdrawal process for students, check the condition of the room and complete the appropriate documentation.
6. Ensure that the Residence Hall and its surroundings are clean, tidy and representative of good stewardship at all times through regular inspections of the premises and periodic room checks.
7. Assist the Director of Student Services and the Administration in the appointment of the Assistant Dean and Student Deans, allocate their duties, including regular office hours, and supervise their performance.
8. Assist the Chaplain and Director of Student Services in the implementation of the Spiritual Master Plan.
9. Manage the worship program in the Residence Hall, including taking worships, preparing worship rosters, monitoring attendance and modeling spiritual maturity.
10. Assist the Director of Student Services in the planning and implementation of the social program.
11. Ensure that quiet times for personal devotions and study are respected by all.
12. Be the liaison between sick students and the College Nurse. Sickness should be reported as soon as possible to allow for the most effective treatment.
13. **Uphold the standards of the institution with respect to personal relationships, dress, music and the Sabbath.**
14. **Encourage students to attend all functions requiring their presence in the classrooms or chapel.**
15. **Ensure that all students are in the Residence Halls by 10:30 pm and that respect for the rights of others is demonstrated by general quietness throughout the night.**
16. **Manage the student leave system in conjunction with the Director of Student Services.**
17. **Ensure that all visitors to the Residence Halls have made appropriate**

arrangements.

18. **Handle minor discipline problems as part of the systems established within the Residence Hall but bring serious matters to the Director of Student Services immediately.**
19. Be ready to make recommendations for improvements to life in the Residence Hall whenever appropriate.
20. Implement appropriate Quality Assurance Management processes associated with residential life, including contributions to the Annual Report on Student Life.
21. Carry out any responsibility, including lecturing, as assigned by the Principal.

Committee and Board Memberships

1. Member of the Student Affairs Committee
2. Member of the Student Discipline Committee
3. Member of the Student Social Committee (alternating years)
4. Member of the Spiritual Advisory Committee
5. Member of the OH&S Committee (alternating years)

Key Performance Indicators:

1. Consistently reflects the mission and values of the Seventh-day Adventist Church.
2. Actively promotes the mission and values of the College to staff and students.
3. Competently meets the specifications of the Job Description.
4. Has a thorough mastery of the specific knowledge and competencies required for this position.
5. Consistently demonstrates sound judgment in decision making.
6. Ensures that the College maintains a strong and effective spiritual emphasis.
7. Ensures the Women's Residence is physically, psychologically and spiritually a safe place for all the residents and visitors.
8. Actively nurtures and supports all persons who report directly to her.
9. Is respected by staff and students as a Christian professional.
10. Supports the Administration in the effective management of the College.
11. Seeks guidance from appropriate sources when involved in important decision making.
12. Effectively oversees the assigned administrative functions of the Women's Residence.
13. Informs residents about the objectives, activities, expectations and responsibilities of being a resident in the Women's residence.
14. Responds positively to feedback.

Terms and Conditions:

The terms and conditions shall be read in conjunction with the *Fulton Adventist University College Employees Handbook*, this job description and the *SPD Working Policy* as amended from time to time.

Appointed by:

Fulton Adventist University College Board.

Term:

This is an appointed position. Subject to satisfactory performance the person appointed shall hold office from the time they take up their duties until the term of service comes to an end.

Performance appraisal:

Informal review after 6 months then formal appraisal at 12 - 18 month intervals.

Responsible to:

Director of Student Services and College Administration.

Remuneration:

As per the Fulton Adventist University College Wages Schedule as amended from time to time.

Personal Commitment:

Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the *Fulton Adventist University College Employees Handbook* and the *SPD Working Policy*.

Confirmation:

Name of the appointed person: _____

Commencement date: _____

Signature of the appointed person: _____

Date of signing: _____

Signature of witness: _____
(Fulton Adventist University College Officer)