



RESIDENTIAL LIFE MONITORS

The responsibility of the Residential Monitor is to assist the Arkansas Baptist College Housing Director in developing programs, activities and policies utilized in recruiting and retaining students; to work with faculty and staff to provide direct supervision to the residential students; administer supervision of program development and operation to collaborate relationships throughout the campus and the surrounding community.

Duties include but are not limited to:

- Ability to monitor and mentor campus college students
- Ability to ensure that the college Code of Conduct is successfully adhered to by each student
- Willingness to assist with campus-wide events
- Maintain professionalism at all times when dealing with staff, students, and volunteers.
- Expected to keep up-to-date records on documentation regarding incident reports, activities, sign-in/out sheets and budgets as needed.
- Attend leadership based training as needed
- Work closely with the Student Affairs/ Student Activities Team and other Residential Life Monitors to plan activities for residents

Minimum qualifications:

- 2 years of college
- Excellent oral, communication, and written skills
- Ability to work with a diverse group of students
- Must possess computer skills: knowledge of the Microsoft Office Suite (Word, Excel, Access)
- Must maintain a flexible schedule to include some late nights and/or weekends

Interested candidates should submit a letter of interest, resume, three professional references, and copies of transcripts to HR@arkansasbaptist.edu. Review of credentials to begin immediately.