JOB TITLE: Dean of Students
DEPARTMENT: Student Development
SUPERVISOR: Vice President for Student Development

MAJOR PURPOSE:
Provide leadership and oversight for residence life, student leadership, orientation, counseling and health, and student activities programs.

PERFORMANCE MEASUREMENTS
1. Develop long term strategic planning for residence life, student leadership, student activities, counseling and health, and orientation programs.
2. Supervise Resident Directors in the admission and care of all campus residents as well as the development of residence hall programming in an environment conducive to learning, growth, and transformation.
3. Supervise Student Activities Director in the development of student activities, intramurals, and co-curricular educational programming for the campus community.
4. Supervise Director of Orientation in the development of programs for the education, involvement, and retention of new students.
5. Implement and enforce all university policies regarding residence life and student life.
6. Provide oversight for the development and revision of all handbooks related to residence life and student life.
7. Provide oversight and leadership for the student leadership program for WJU.
8. Develop and implement programs to assess the effectiveness of the residence life, student leadership, student activities, counseling and health, and orientation programs in order to ensure continued improvement.
9. Provide oversight of budget planning and management for residence life, student leadership, student activities, counseling and health, and orientation programs.
10. Disciplinary issues including chapel.
11. Other duties as assigned by the VP for Student Development.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• Masters Degree

REQUIRED KNOWLEDGE:
• College Student Development or Student Affairs background
• Experience and understanding of college residence life programs
• Understanding of Student Development theory
• Redemptive discipline

SKILLS/ABILITIES:
• Strong, visible Christian Faith
• Proficiency in oral and written communications
• Group leadership skills
• Public relations skills
• Organizational skills
• Ability to lead a diverse staff team in a united effort
• Individual and community spiritual formation

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ _____________________________
Employee Signature     Date