JOB DESCRIPTION

TITLE: Dean of Student Life

RESPONSIBLE TO: Executive Vice President

GENERAL DESCRIPTION: The Dean of Student Life is responsible for the fostering and implementation of the Student Life vision which is focused on character development and personal formation to support the mission of Christendom College. This is done by overseeing all aspects of Student Life on campus, for setting and carrying out disciplinary policy as found in the Student Handbook, and for promoting and communicating with the student body. The Dean of Student Life is a member of the President’s executive team and as such assists in the management and promotion of the college’s mission and vision.

CHIEF DUTIES AND RESPONSIBILITIES:

1. Supervises all officers of the Student Life department.
2. Participates in the College Council and Strategic Planning, Budgetary, and Institutional Effectiveness processes; prepares annual goals for the Annual Work Plan.
3. Responsible for the annual revision and publication of the Student Handbook working with the Director of Residence Life.
4. Responsible for the enforcement of the Student Code of Conduct.
5. Mainly responsible for discipline and high level behavioral violations on campus.
6. Works with the Director of Residence Life in selection Resident Assistants.
7. Convenes the Disciplinary Board when needed.
8. Oversees the activities on campus with special attention to ABC regulations.
9. Responsible for setting policies having to do with all student organizations.
10. Maintains appropriate records and correspondence relating to the Dean’s office.
11. Responsible for organizing Convocation weekends each semester.
12. Oversees New Student Orientation Weekend in conjunction with the Director of Residence Life
13. Locates and establishes the credentials of professional counselors; refers students, as needed, for same.
14. Active member of various committees including Retention Committee.
15. Work with the Resident Directors to schedule and enforce work crew hours.
16. Schedules and directs periodic student forums or residence hall meetings when necessary.
17. Grants or denies permission for off-campus living and responsible for informing the Student Billing Office of the decision.
18. Maintains working relationship with local authorities regarding off-campus student behavior.
19. Involved in student emergency situations including contacting parents.
20. Regularly attends activities or events on campus.
21. Act as chaperone at major events and activities such as Homecoming, Graduation, Christmas and Spring Formal.
22. Manages Student Life portion of the Junior Rome Experience, including application review.
23. Consults with Chaplains on appropriate matters.
QUALIFICATIONS AND SKILLS NECESSARY:

1. Bachelor’s Required; Master’s or ability to obtain a master’s strongly preferred.
2. At least two years’ experience in Student Affairs.
3. Demonstrated experience managing groups and peers.
4. Knowledge of mental health conditions and ability to engage in emergency situations.
5. Proficient communicator especially with colleagues of various backgrounds.
6. Experience working with young people especially in the areas of formation and discipline.
7. Commitment to the character and personal formation of young people especially integrating the Catholic Faith into a person’s individual life choices.
8. Full adherence and support for the Magisterium of the Catholic Church specifically matters related to faith, morals, and human sexuality.
9. Must understand the stated mission of the College and understand how the promotion and sustaining of a Christian community at the College is an essential component of this mission.