JOB DESCRIPTION

TITLE: Dean of Students

RESPONSIBLE TO: Director of Student Affairs

GENERAL DESCRIPTION: The Dean of Students is primarily responsible for fostering formation, character development, and personal growth among the students at Christendom College. The Dean also implements the Student Code of Conduct as it is outlined in the Student Handbook. The Dean of Students coordinates formation events and series, meets with student regularly for mentorship, offers students correction and accountability necessary for personal growth, and joins in the events and activities that make up the life of the College.

CHIEF DUTIES AND RESPONSIBILITIES:
1. Develops and implements a formation program on campus to promote students' virtue and personal growth.
2. Works with student leaders to address pressing issues on campus, particularly with male students.
3. Regularly attends activities and events on campus.
4. Responsible for organizing Men's Convocation weekends each semester.
5. Schedules and directs student forums or residence hall meetings when necessary.
6. Acts as chaperone at major events and activities such as Homecoming, Graduation, Christmas and Spring Formal.
7. Consults with Chaplains on appropriate matters.
8. Periodically identifies and coordinates speakers to come to campus to address the student body on topics relating to personal formation.
9. Responsible for the enforcement of the Student Code of Conduct.
10. Mainly responsible for discipline and high level Code of Conduct violations on campus in coordination with the Director of Student Affairs.
11. Works with the Director of Residence Life in selection of Resident Assistants.
12. Maintains appropriate records and correspondence relating to the Dean's office.
13. Participates in New Student Orientation Weekend to educate students on formation opportunities and conduct policies.
14. Works with the Residence Directors to schedule and enforce work crew hours, fines, and early curfew sanctions as necessary.
15. Maintains working relationship with local authorities and the community regarding student behavior off campus.
16. Responds to student emergency situations as they may occur.
17. Provides fiscal management of the Dean of Students budget.
18. Ensures compliance with relevant policies, procedures, professional standards, laws, and national trends as applicable.
19. Develops learning outcomes, conducts assessment, Annual Work Plan goals and prepares and carries out Institutional Effectiveness plans and reports for programs and initiatives as the Dean of Students.
20. Assists the Director of Student Affairs in areas related to the administration of the Office of Student Life.
QUALIFICATIONS AND SKILLS NECESSARY:
1. Must hold a college degree at the B.A. level.
2. At least two years of experience in Student Affairs.
3. Comfortable presenting to groups.
4. Knowledge of mental health conditions and ability to engage in emergency situations.
5. Ability to work a flexible schedule that includes evening, weekend, and "on call" assignments.
6. Ability to establish and maintain effective working relationships with faculty, staff, students, and external constituents.
7. Strong communication skills and ability to motivate students.
8. Experience working with young people especially in the areas of formation and discipline.
9. Commitment to the character and personal formation of young people especially integrating the Catholic Faith into a person's individual life choices.
10. Full adherence and support for the Magisterium of the Catholic Church specifically matters related to faith, morals, and human sexuality.
11. 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.