

**EMMAUS BIBLE COLLEGE
JOB DESCRIPTION**

**STUDENT LIFE DEPARTMENT
ASSOCIATE DEAN OF RESIDENCE LIFE**

POSITION IDENTIFICATION

Position Title: Associate Dean of Residence Life

Department: Student Life

Status: Full-time (10 month appointment with some required on-campus engagement during the summer months i.e. department retreat, running start days, and administration of residence life services.

Additionally, during the summer months student life staff members are expected to actively communicate and engage as needed to achieve institutional and departmental goals.)

Reports To: V.P. and Dean for Student Life

Date Written: July, 2022

POSITION SUMMARY

The Associate Dean of Residence Life plays an important role in the Student Life department at Emmaus Bible College and is responsible for the leadership, vision, and oversight of a residence life program that offers a welcoming and engaging living and learning environment that fosters holistic student growth. This position will operate from an educational perspective, bring good communication skills, and provide a resourceful presence. This position leads a core group of Resident Assistants (RAs) and Resident Directors (RDs) and works closely with the V.P. and Dean for Student Life as well as other professional Student Life staff in support of the college mission and to serve and support students.

Supervisory/Administrative Responsibilities

The Associate Dean of Residence Life is responsible for leading a team of engaged professional and student staff which includes hiring, training, and accountability. This position ensures that all facets of residence life programming are regularly evaluated for improvement and advancement of the departmental and institutional mission. This work includes providing management of student files, assessment of programming, and departmental reporting.

Residential Life and Leadership Development

The Associate Dean of Residence Life is responsible for maintaining a vibrant living and learning environment. This includes wellness programs, crisis management and intervention, and conflict resolution. Additionally, this role will provide ongoing training and development of staff and student leaders including regular interactions with RDs and RAs through weekly departmental meetings, one on ones, and other group meetings.

Student Conduct

As the primary student conduct officer, the Associate Dean of Residence Life is responsible for the ongoing evaluation and development of student conduct policies as well as the administration and resolution of student conduct incidents.

Compliance

This position will complete Title IX training and provide campus-wide training for students and employees related to Title IX policies.

ESSENTIAL JOB FUNCTIONS

1. Foster welcoming, student-centered environments within residential and campus spaces. Facilitate educational interventions and support.
2. Develop a long-term vision for the residential program, including student learning outcomes and regular assessment of those learning outcomes.
3. Provide oversight and management of the student files, housing assignments, billing, and the Reslife module of the School Management Software.
4. Provide leadership and management of residential furniture inventories and facility needs and provides recommended repairs and replacements; works closely with facility/maintenance services.
5. Recruit, train, supervise, and evaluate Residence Life Staff, including resident directors and student resident assistants.
6. Provide leadership for student leader training and Welcome Week/Orientation.
7. Serve as a visible and approachable resource for students who are experiencing difficulties related to their residential life or residential space.
8. Communicate with a variety of constituencies including students, parents, staff, faculty, alumni, and vendors.
9. Work collaboratively as a key partner with the V.P. and Dean for Student Life to develop and reinforce community standards in alignment with the College mission, vision, and core values.
10. Serve as the primary student conduct officer, adjudicating cases and resolving student disciplinary issues.
11. Work collaboratively as a key partner with the Associate Dean of Student Engagement to develop and provide proactive community programming and events for the campus community and particularly the residential students.
12. Participate in 24-hour on-call support for student emergencies as well as crisis management and and follow up with appropriate interventions.
13. Participate in required holiday on-call support on a rotating basis.
14. Serve on the Title IX team as a Title IX coordinator.
15. Assist in the management of auxiliary services and serve as an active member on committees as assigned.
16. Perform other duties as assigned.

EDUCATION, TRAINING, AND EXPERIENCE

1. Bachelor's degree required.
2. Master's degree in student affairs or related field preferred.
3. 2-4 years' experience in student life or related field preferred.

KNOWLEDGE, SKILLS, ABILITIES, AND DISPOSITIONS

1. Born-again believer in the Lord Jesus Christ.
2. Demonstrated Christian character and spiritual maturity.
3. Alignment with the Doctrinal Statement of Emmaus Bible College.
4. Commitment to the Mission, Core Values, and Institutional Goals of Emmaus Bible College.
5. Knowledge of the Word of God, as demonstrated by its proper application in life.
6. Strong communication, interpersonal, and administrative skills.
7. A commitment to the local church and demonstrated relationship with Jesus Christ.
8. A calling and commitment to the ministry of mentoring and leading young people and college students.

9. Ability to develop and implement curriculum.
10. Flexible schedule (frequent nights and weekends required including weekends away).
11. Ability to develop, organize, and execute events.
12. Understanding of student development theory and practice in higher education.
13. Ability to walk from one campus facility to another.
14. Ability to spend extended periods of time sitting and standing.
15. Ability to lift, move, and carry objects up to 30 lbs.
16. Adequate vision, hearing and manual dexterity to interact with people in person, on the phone, on computer, and in writing; requires the ability to identify, observe and assess visual color discrimination and depth perception.
17. Ability to reach with hands and arms; use hands to handle or feel objects, tools or controls (e.g. mouse, keyboard, telephone, equipment); also requires arm-hand steadiness, manual dexterity, and the ability to make precisely coordinated movement.
18. Has a driver's license and ability and willingness to drive students for school related events.
19. Supports all policies and procedures of Emmaus Bible College.