

## JOB DESCRIPTION

<b>Position Title:</b>	Assistant Residence Hall Dean		
<b>Business Unit:</b>	Director of Residence Hall	<b>Status:</b>	Hourly; Part-Time
<b>Reporting to:</b>	Vice President for Student Services	<b>Salary Range:</b>	

<b>Background:</b>	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> Inspiring knowledge, faith, and service through Christ-centered education.</p> <p><u>Values Statement</u> Southwestern Adventist University values</p> <ul style="list-style-type: none"> <li>▪ Integration of a Seventh-day Adventist worldview into daily life</li> <li>▪ Education that enriches life and promotes achievement</li> <li>▪ Interaction that affirms faith, integrity, and humanity</li> <li>▪ Responsibility for ourselves, our neighbors, and our world</li> <li>▪ Service as ministry for Christ</li> </ul>
<b>Position:</b>	<p>The Assistant Dean assists in the management of the residence halls and the development of programs, policies and activities as it pertains to the overall function and well-being of the the residential community. Three main areas of focus are: to provide a quality housing experience, to provide living and learning opportunities beyond the academic sphere and to develop and build a culture and climate of community that is supportive of the mission and goals of the University.</p>

**Responsibilities:**

Administrative

- Assist in implementing the residence hall opening and closing procedures
- Assist in maintaining occupancy and roster control,
- Assist with the implementation of regulations
- Attend meetings – committee, professional, paraprofessional, etc.
- Take on call/on-duty responsibilities as required
- Assume duties and sponsorships as assigned
- Perform additional duties and tasks as assigned by lead administrators

Staff Supervision

- Supervise residence hall staff with regard to daily and long-term goals and commitment
- Utilize campus wide and community resources for developing and training purposes
- Provide guidance and assistance on university policies and procedures as it pertains to management of the residence hall program

Residence Life

- Work with residents in the development process of the “whole” person – mental, physical, spiritual and social
- Educate and direct residents to “self-discovery” and ‘self-enforcement” of policies and guidelines and to respect the rights and ideas of others
- Establish a positive learning environment to allow residents the ability to experience success in the various facets of residence and student life
- Facilitate leadership opportunities through worships, social gatherings, recreational outlets, student government, etc.
- Make academic, personal and spiritual counseling and mentoring a regular and integral part of interaction with residents
- Serve as a recruiter for potential students and aid in the retention of current students
- Handle cases of infractions, engage in campus wide support, provide crisis management

Facility Management

- Maintain an orderly and clean environment through the supervision of regular custodial services
- Perform minor maintenance and general upkeep
- Monitor and maintain equipment and all public area facilities operated by the residence halls

<p><b>Requirements:</b></p>	<p><b><u>Primary Requirement</u></b>          Strong interpersonal, written and verbal communication skills          Strong knowledge of students, students’ needs, cultures, trends, relevant issues, etc.          Leadership qualities and the ability to develop a positive residence hall culture          Exhibit basic counseling, mediation and conflict resolution skills          Proficient knowledge and skills of Microsoft Office (Word, Excel, Access, Outlook, PowerPoint)          Reside in residential housing if space permits</p> <p><b><u>Preferred Qualifications</u></b>          Minimum of bachelor’s degree – required          Experience in leadership          Ability to work well with people          Creative problem solver          Experience in levels of residential life/housing facilities at secondary/college/university level</p>
<p><b>Work Conditions</b></p>	<p><b>Job Condition:</b> fast-paced work, attention to detail, maintain a flexible work environment, and fluent in English.</p>
<p><b><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></b></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	