



Job Description

JOB TITLE: Dean of Students
DEPARTMENT: Student Development
REPORTS TO: Vice President, Academic Affairs

POSITION SUMMARY: Establish and maintain effective relationships with the student body, faculty and staff in support of all student life on campus. Grow and develop a positive, Christ-centered culture. Manage the budget, administrative staff and related responsibilities, programs and all related areas under the umbrella of Student Development. Supervise campus life, residence life, and student discipline regarding behavioral expectations outside of academic performance.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- 5-7 years of experience in higher education
- Bachelor's degree in higher education, or related field (Master's preferred)
- Extensive knowledge of higher education, especially student affairs policies, procedures, and regulations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Publish and distribute the student related handbooks
- Plan and manage the Student Development budget and budget process
- Oversee campus student organizations, activities, programming and residential life
- Administer discipline for student violations outside academic realm
- Manage and provide oversight of the campus life portion of new student and parent orientation
- Manage, plan and execute programs that enhance the lives of students
- Organize and oversee a focus group to discuss, plan, assess and respond to campus quality of life issues
- Manage student chapel attendance
- Ensure compliance with governmental regulations concerning college student services and campus life, including governmental reporting
- Participate in campus-wide student retention efforts
- Manage and administer all aspects of residence life

SUPERVISORY DUTIES:

- Lead, supervise, evaluate, strategize and execute plans related to staff members and their job responsibilities

REQUIRED SKILLS AND ABILITIES:

- Demonstrate a sound understanding of contemporary theory and practice in student affairs
- Excellent interpersonal skills
- Ability to effectively communicate, both orally and written, with students, parents, faculty and staff
- Skills and abilities using Microsoft Office products including Word, Excel, PowerPoint and Outlook
- Knowledge of CAMS is preferred
- Ability to work occasional nights and weekends
- Supportive of the College mission and vision. Indicators of this support include a demonstrated personal faith in Jesus Christ and being active in a local church.
- Reasoning and mathematical skills specifically related to budgeting

SEND APPLICATION AND RESUME TO:

Lindsey Dunfee, Human Resource Manager
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