

**Hours:** Full-time Exempt Position

**Accountability:** Senior Vice President for Advancement and Student Life

**Position Summary:** Under the umbrella of student retention, the Dean of Students is responsible for designing, developing, and overseeing the implementation of multiple and varied services/programs for students from the point of matriculation to graduation. The ideal candidate will demonstrate knowledge of retention strategies, program conceptualization and implementation, and assessment of services and programs by providing directed student services related to enhancing retention. These services and programs are intended to positively impact the emotional, spiritual, and physical well-being of the student body.

**Essential Functions:**

- Actively manage student retention by designing, implementing, and coordinating processes, early alert systems, and programs that will increase retention levels and meet retention and degree completion metrics; particularly first term/year students.
- In accordance with the student handbook, the Dean of Students will serve as the main facilitator for all non-academic student disciplinary matters. Also, as needed, they will assist the VP of Academics in student academic disciplinary matters.
- Oversee 504 and Title IX compliance.
- Develop and maintain policies and procedures for the Student Life Department
- Develop and oversee campus-wide events such as chapel, prayer groups, etc. that seek to enhance the spiritual vitality of the student body.
- Develop and oversee a robust array of activities that foster life outside the classroom experiences: affinity groups, small groups, outings, innovative events, etc.
- Serve as an advisor and mentor to the student leadership board and ensure solid communication links between the student body, faculty, and administration.
- Oversee the integration process of international students and their families by developing, implementing, and managing appropriate resources and services.
- Demonstrate a commitment to incorporate programs and efforts that support the schools strategic planning surrounding ethnic and racial diversity.
- Oversee programs that facilitate healthy community development among on-campus students.
- Oversee new student orientation each semester.
- Provide suitable career services for students that comply with best practices and accrediting standards.
- Provide management and leadership to the Director of Financial Aid that fosters both the art and science of the effective utilization of financial aid.
- Manage and oversee the office budget.
- Work with the SVPASL on other duties that may be assigned.

**Education/ Training:** A master's degree and experience in an undergraduate school or seminary setting is desirable. Experience in customer/ student services and retention is preferred. Management, leadership, interpersonal skills and the ability to analyze and utilize data is required. Experience in budget planning and oversight. Ability and commitment to maintain confidentiality. Strong organizational skills with the ability to multi-task, delegate, and prioritize. Ability to communicate effectively in written and oral form.

**Qualifications:**

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.

- Personal integrity which inspires confidence in the school's constituents.
- Self-starter and self-motivated with a desire to take initiative in a busy environment.
- Strong leader that can manage a diverse group of direct reports, while maintaining high standards of service that positively impacts retention goals.
- Able to give careful attention to administrative details with a willingness to be innovative and flexible.
- Demonstrated loyalty and support to the Seminary President, administration, and colleagues.

**Outcomes:** A highly organized program that provides appropriate resources to students, a strong network of support, and ample opportunities for students to connect and develop meaningful relationships outside the classroom that increases degree completion rates. The department will be highly effective at meeting retention goals and provide quantifiable data regarding attrition on an annual basis while maintaining all state and federal compliance issues.