

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Administrative Residence Hall Dean
DEPARTMENT	Student Services
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
REMUNERATION SCALE	Leadership 2 - Exempt
REPORTS TO	Vice President Student Services

POSITION SUMMARY

The Administrative Residence Hall Dean is responsible for all principal duties of the residence hall operation, including worship programming, leadership training, resident student data management, and facility management. To interpret the institution's philosophy, ideals, and principles to the residence hall students and carry out the administration's policies. To minister in the area of Christian conduct and social graces to young adults at Burman University through the residence hall as a venue for communication and development.

ESSENTIAL JOB FUNCTIONS: Spiritual Nurture (25%)

The Administrative Dean will oversee the spiritual nurture of the resident students by working with the leadership staff of the residences to ensure that:

- Minister to young adults at the university, in the area of Christian conduct and social graces, through the residence hall as a venue for communication and development.
- Provide a reasonable opportunity for spiritual formation in student residents through the congregation of prayer bands, worship groups, personal interaction, and Christian examples.
- That leadership is trained to serve as a counselor and spiritual advisor to residence hall students.
- Service as host to parents of residence hall students and invite by correspondence and personal interview the cooperation of parents towards their children's spiritual growth and the support of the residence hall program.
- Support for students in the creation of an atmosphere that reflects dignity and refinement.
- Promotion of a Christian cultural atmosphere to the resident congregation.

ESSENTIAL JOB FUNCTIONS: Dormitory Administration (75%)

- Will interpret and support the institution's philosophy, ideals, and principles to the residence hall students and carry out the policies established by the administration.
- Responsible for the operations, budgets, and general administration of the Resident Halls.
- To work with and develop a team approach with the Assistant Deans to ensure:

- Proper record-keeping for effective functioning of the residence hall environments.
- To ensure policies and processes are in place for proper residence functioning and communicated appropriately to students.
- Ensure student safety procedures and protocols are practiced and in place.
- Adequate hiring, supervision, and coordination of student deans, resident assistance, desk clerks, cleaning and maintenance services, and other student work are in place for the coming school year.
- Plan for effective student programming, including spiritual and social, resident orientations, etc. each year
- To promote student health by ensuring the living habits of residence hall students regarding a regular routine of working, studying, and sleeping.
- Maintain room conditions and student locations that are conducive to academic excellence.
- To be responsible for student occupancy checks, overall cleanliness, and security protocol of the residence halls.
- Ascertain that proper routine maintenance reviews of the dormitory premises are conducted to complete necessary repairs.
- Oversee student behavior expectations through policy design and implementation, judicial procedures, and follow-through of discipline committee expectations.
- To maintain an updated list of all residents and inform in writing to the finance office, Student Services, and the Cafeteria additions or deletions to the resident student roster.
- Provide mentorship and professional development planning for resident staff.
- To build and maintain a small professional library in the Dean's office, including resources for ministering and management.

The job title does not limit the duties and functions of this position. From time to time, the university may require the Administrative Residence Hall Dean to carry out other tasks within their abilities. Burman University reserves the right to introduce changes in line with relevant technological developments that may impact the position's job duties or working methods.

ESSENTIAL JOB FUNCTIONS: Committees

Attend the weekly meetings of the following committees:

- Budget Advisory
- Deans' Council
- Discipline Appeal
- Retention
- Spiritual Life
- Campus Life
- Risk Management
- Health and Safety

- Strategic Planning
- and to serve on other committees as assigned.

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Four-year university degree in a related field or equivalent

EXPERIENCE

- 3 years related experience and typically 7 years total experience

SKILLS

- Must be able to work in a team environment
- Must be able to hold all information received in confidence
- Excellent interpersonal skills
- Demonstrated supervisory and leadership experience
- Experience advising student groups
- Fluency in using various standard office software packages such as Microsoft Word, Excel, and PowerPoint.
- Training in First Aid and WHMIS an asset

PERSONAL

- Ability to work on own initiative without frequent supervision
- Ability to think creatively when dealing with procedures and issues
- Valid driver's license
- An active member of the Seventh-day Adventist Church
- Dedication to providing excellence in Seventh-day Adventist education through support of the vision and mission and of Burman University
- Available to work evening and weekends when necessary
- Ability to work in an occasional high-pressured environment
- Must pass a Criminal Records check