

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Assistant Residence Hall Dean (Female)
<b>DEPARTMENT</b>	Student Services
<b>CATEGORY</b>	Salary (Exempt Position)
<b>CLASSIFICATION</b>	Individual Contributor IV
<b>REPORTS TO</b>	Vice President for Student Services Administrative Residence Hall Dean

**POSITION SUMMARY**

The Assistant Residence Dean is responsible to the Vice President of Student Services and the Administrative Residence Hall Dean of Burman University sponsored by the religious denomination, the Seventh-Day Adventist Church in Canada. All principle duties of the residence hall operation inclusive of worship programming, leadership training, resident student data management, student mentorship and development are the responsibility of the Assistant Residence Hall Dean.

**ESSENTIAL JOB FUNCTIONS: SPIRITUAL NURTURE (60%)**

- Minister to young adults at Burman University, in the area of Christian conduct and social graces, through the use of the residence hall as a venue for communication and development.
- Provide reasonable opportunity for spiritual formation in student residents through the congregation of prayer bands, worship groups, personal interaction, and Christian example.
- Serve as a counselor and spiritual advisor to residence hall students.
- Serve as host to parents of residence hall students and to invite by correspondence and personal interview the cooperation of parents towards the spiritual growth of their children and the support of the residence hall program.
- Assist students in the creation of an atmosphere in their rooms that reflects dignity and refinement.
- Promote a Christian cultural atmosphere to the resident congregation.

**ESSENTIAL JOB FUNCTIONS: DORMITORY ADMINISTRATION (25%)**

- Interpret the philosophy, ideals, and principles of the institution to the residence hall students and to carry out the policies established by the administration.
- Assist the administration and faculty in disciplinary matters by acting on minor disciplinary problems and referring cases requiring major disciplinary action to the Discipline Committee, and serve as a connecting link between the administration and the students.
- Maintain records necessary for the effective function of residence hall environments.
- Manage Burman University residence hall guest services inclusive of Burman University open houses and summer group rentals. Responsibilities include the purchase and management of linens and appropriate supplies.
- Hire the necessary student labor as required to maintain the residence hall and supervise an adequate janitorial service in the residence hall.
- Take a supportive role in activities planned by Burman University, and address campus programming and social policies while being an active member of the Campus Life Committee.
- Correspond and provide spiritual counsel with students and parents when requested.
- Approve requests for weekend residence hall leaves or other residence hall-related programs or

functions.

- Assist in the orientation of new students.
- Encourage conditions conducive to study in the residence hall.
- Supervise the living habits of residence hall students in respect to a regular routine of working, studying, and sleeping, to be alert to and promote student health.
- Promote fire safety and lockdown procedures in the residence environment
- Inform the Student Finance Office, by means of a written notice, of the arrival or leaving, hiring or dismissing of residence hall student students.
- Build and maintain a small professional library in the office of the Dean including resources for ministering and management.

### **ESSENTIAL JOB FUNCTIONS: COMMITTEES (15%)**

- Attend the weekly meetings of the following committees:
  - Campus Life Committee
  - Deans' Council
  - Discipline Committee
  - Dorm Housing Committee
  - Student Intervention Team

## **JOB STANDARDS AND REQUIREMENTS**

### **EDUCATION/TRAINING**

- Related Bachelor's degree

### **EXPERIENCE**

- Minimum of 2 years' related experience

### **SKILLS**

- Must be able to work in a team environment
- Must be able to hold all information received in confidence
- Excellent interpersonal skills

### **PERSONAL**

- Ability to work on own initiative without frequent supervision
- Ability to think creatively when dealing with procedures and issues
- Willing to work irregular hours
- Valid driver's license
- A member of the Seventh-day Adventist Church
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University