



T H I N K J U S T I C E

Website Posting Announcement

Title: Dean of Student and Residential Life
Reports to: Vice President for Student Affairs
Post Date: May 28, 2010
Close Date: June 28, 2010

The position will remain open until filled, and screening of applications will begin immediately. The position will be available immediately.

Essential Duties and Responsibilities:

The Dean of Student and Residential Life is a newly created position designed to provide vision and leadership in five interconnected arenas: 1) Student Life; 2) Residential Life; 3) Student Involvement & Leadership; 4) Greek Life and 5) Judicial Affairs. Under the direction of the Vice President for Student Affairs, this position will support and enhance the mission of the Division of Student Affairs by accomplishing the following:

- Create and maintain a comprehensive residential environment that is both academically and socially stimulating
- Administer all activities related to the operation of student housing at Philander Smith College
- Resolve all conflicts related to housing issues while maintaining communication with parents, students and administrators.
- Assist with the management and assessment of programs and activities related to student engagement, collaborating with faculty and other campus departments.
- Provide direct supervision over the following positions:
 - Coordinator for Student Involvement & Leadership and Greek Affairs
 - Administrative Assistant
 - Student support staff
- As the Judicial Affairs Officer, will administer the student conduct system and adjudicate alleged violations of conduct policies by College students and student organizations in a fair and timely manner.
- Serve as the Chair of the Judiciary Council and oversee Student Complaint Process
- Participate in department planning, policy formation & implementation and program development

Qualifications:

Minimum qualifications include a Master's degree with demonstrated progressive senior responsibility in a complex residential life/housing program. Significant supervision of staff, financial expertise, facility maintenance experience, crisis management, and planning is required. Previous

experience working within a living/learning residential life environment, where faculty, student affairs staff, and students collaborate, work, and learn together, is valuable. Sensitivity to the roles and perspectives of a diverse, multicultural community is essential. Successful candidates will also possess a background in student development and knowledge of the contemporary student issues and challenges that are inherent in today's higher education environment. Of particular interest will be candidates with experience in first year initiatives for first year housing areas and in special interest housing opportunities that emphasize academic objectives. The College is seeking candidates with a creative vision to help us build the residential campus of the future.

Preferred Qualifications:

Five or more years of post Master's experience working on a college campus, academic or residence life programming; ability to establish and maintain effective working relationships with other employees, students, and public; strong desire to work with college students; ability to understand the relationship between classroom learning and out of classroom experiences; demonstrated ability to work collaboratively with various College offices.

Candidates that do not meet the minimum qualifications for education and experience need not apply.

How to Apply:

Send the following documents to: HumanResources@philander.edu

1. Cover letter
2. Current resume
3. Three letters of reference

Philander Smith College is an equal opportunity employer and does not discriminate applicants or employees based on their age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.