



JOB TITLE: Associate Dean of Student Life/DRU
DEPARTMENT: Student Life
CAMPUS: Portland
SUPERVISOR: VP of Campus Operations
FLSA STATUS: Exempt, Administrative Faculty

MAJOR PURPOSE

The Associate Dean Student Life is an effective administrator and communicator who is passionate about and advances the University's mission. This position provides leadership for assigned co-curricular programs, activities, and services that enhance the quality of campus life and promotes student development and engagement. The Associate Dean will collaborate with the Dean of Student Life at the main campus and partner with University services/offices to promote student success and engagement. This position assists the Dean of Student Life in initiating and providing strategic direction on policies, procedures, and programs related to a broad range of student life issues.

This position, while managed by a Campus VP, is also accountable to the corresponding University department leadership for conformity and alignment with the policies and procedures of the University.

Due to the nature of the work, this position is 100% in person and on campus with occasional remote work options as agreed upon with the supervisor. Additionally, this position must be able to respond to unforeseen events or urgent situations outside of regular working hours or make arrangements during times of unavailability.

ESSENTIAL FUNCTIONS

- Leads and manages the Campus Student Life Department staff by providing vision, supervision, training and direction in a spirit of teamwork and collaboration of the following/areas: Residential Life & Housing; Events & Student Engagement; Academic/Accessibility Support; Spiritual Life; and Student Counseling Services, Wellness and Care.
- Coordinates and implements department responsibilities and initiatives such as professional development, assessment, student learning outcomes, regular data collection and reporting, and formulation of policies and procedures
- Prepares and oversees campus budget for Student Life
- Develops, advises, and gives guidance to students on campus on personal development, interpersonal relationships, behavior concerns, and other issues (spiritual, physical, and intellectual) that impede student success
- Provides leadership for student conduct processes including developing and implementing policy and practice that encourages healthy challenge and support toward a model of restorative discipline
- Develops, implements, and coordinates the student crisis policies, procedures, and training to effectively support students and mitigate university risk
- Implements policies consistent with the Student Handbook
- Develops and coordinates clear policy, procedures, and learning outcomes for the Student Leadership program
- Partners with Campus Safety and other departments to develop collaborative policy-driven student success-centered services and programs
- Collaborates with Title IX Coordinator as requested and may serve as the deputy director for student related matters
- Serves as the University's senior strategist responsible for guiding efforts and creating opportunities

to define, assess, and promote diversity, reconciliation, and unity (DRU) excellence, educational and employment opportunity, and cultural competency

- Works directly and effectively with all sectors of the community (students, staff, faculty, and administration) to increase cultural competency
- Organizes and encourages campus leaders in collaboration to ensure the entire institution can achieve cultural competence in multiple facets
- Fosters a climate of inclusiveness in relation to among other things: race, ethnicity, culture, gender, nationality, ability, faith traditions, and their intersections
- Advises and/or serves on strategic search committees to further best practices for recruiting and retaining minority employees
- Advises and makes recommendations at all levels of the campus to ensure a consistency of excellence in the areas of cultural competence
- Other duties as assigned

OTHER FACULTY FUNCTIONS

- Teach courses as needed
- Participate in campus culture, including committees, as required
- Engage in scholarship and professional activity as appropriate to areas of expertise

QUALIFICATIONS

Education/Certifications

- Master's Degree in higher education, leadership, or related field

Required Knowledge /Experience

- Experience leading university/college Student Development, Student Affairs, or Student Success
- 1-3 years experience with university/college residence life programs
- Working knowledge of legal requirements of student conduct, Title IX, FERPA
- Prior supervisory and leadership experience

Skills/Abilities

- Strong leadership, organization, and problem solving skills as well as adaptability to changing circumstances
- Commitment to engage and work effectively with diverse and multi-generational populations
- Ability to work independently within a team structure and contribute to a healthy culture
- Ability to prioritize work strategically and efficiently
- Exercises sound independent judgment
- Maintains confidentiality and manage confidential information
- Ability to communicate effectively in written and oral form
- Ability to take initiative without direct supervision

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup University as a private Christ-centered University and live a life consistent with Biblical principles. The employee is expected to firmly support without reservations the Jessup University doctrinal statement of personal Christian faith and Community Covenant.

Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or

performing other duties consistent with Biblical spiritual formation. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and evaluation processes.

WORKING CONDITIONS

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date