



**JOB TITLE:** Dean of Students  
**DEPARTMENT:** Student Life  
**SUPERVISOR:** Associate VP: Student Success (AVPSS)  
**FLSA STATUS:** Exempt, Administrative Faculty

### **MAJOR PURPOSE:**

As part of the Student Success Leadership Team, the Dean of Students advances the University's mission by providing leadership for assigned co-curricular programs, activities, and services that enhance the quality of campus life and promotes student development and engagement. The Dean will collaborate with leaders within the Student Success Division and partner with University services/offices to promote student success and engagement. The Dean initiates and provides strategic direction on policies, procedures, and programs related to a broad range of student life issues. The Dean of Students also serves as the Title IX Coordinator.

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### **ESSENTIAL FUNCTIONS:**

- Leads and manages the 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, Orientation & Engagement, and Student Conduct.
- Coordinates and implements department responsibilities and initiatives such as professional development, assessment, student learning outcome, regular data collection and reporting, and formulation of policies and procedures.
- Prepares and oversees budgets for Student Life in accordance with institutional policies and priorities and under the direction of the *Associate Vice President, Student Success*.
- Develops, advises, and gives guidance to students on personal development, interpersonal relationships, behavior concerns, and other issues (spiritual, physical, and intellectual) that impede student success.
- Oversees the student conduct functions, including developing and implementing policy and practice that encourage healthy challenge and support toward a model of restorative discipline.
- Develop, implement, and manage the student crisis policies, procedures, and training to effectively support students and mitigate university risk.
- Coordinate and maintain an accurate Student Handbook.
- Develop and coordinate clear policy, procedures, and learning outcomes for the Student Leadership program.
- Partner with Campus Ministries, Student Care, Campus Safety, and other departments to develop collaborative policy-driven student success-centered services and programs.
- Lead as the Title IX Coordinator, including the appropriate handling of Title IX concerns, overseeing training and prevention initiatives, and ensuring compliance with state and federal laws.
- Communicate with other departments and university personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Other duties as assigned.

**OTHER FACULTY FUNCTIONS:**

- Teach up to 3 credit hours per semester in Student Success-related courses as need.
- Participate in university culture, including committees, as required.
- Engage in scholarship and professional activity as appropriate to area of expertise.

**QUALIFICATIONS:**

- Sound Christian testimony with the ability to integrate faith and learning
- Subscribe to the statement of faith for William Jessup University
- Subscribe to the community covenant for William Jessup University

**EDUCATION/CERTIFICATIONS:**

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

**REQUIRED KNOWLEDGE:**

- College Student Development, Student Affairs, or Student Success background
- Experience and understanding of college residence life programs
- Understanding of Student Development and student success theory
- Knowledge of legal requirements of student conduct, Title IX, etc.

**SKILLS/ABILITIES:**

- Strong, visible Christian Faith
- Proficiency in oral and written communications
- Group leadership skills
- Public relations skills
- Organizational skills
- Ability to lead a staff teams and projects
- Individual and community spiritual formation
- Ability and willingness to work effectively with diverse student populations
- Demonstrated ability to advise and guide students individually and in groups
- Ability to foster collaboration
- Ability to effectively teach college level courses, if assigned
- Position requires evenings and weekends (typically related to student programs, events and crisis) and participate in commencement services
- Ability to integrate Christian thought and values in all aspects.
- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain 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 WJU as a private Christ-centered University and live a life consistent with Biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters.

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 role. 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. William 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.

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Employee Signature

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Date