



## JOB DESCRIPTION: Dean of Student Life

**Position Summary:** The Dean of Student Life ensures that the mission of Student Life is accomplished. Specifically, the Dean of Students leads all Student Life personnel, oversees all Student Life operations, and develops a model of Student Life that will facilitate the transformation of students at Ohio Valley University.

**Accountability:** This position reports to the Provost

**Qualifications:** Bachelor's degree required, master's degree (or higher) preferred. Minimum three years related work experience in supervising personnel. Minimum two years related work experience in leadership training and development. Must be an active member of a Church of Christ congregation.

### **Essential Functions:**

#### Student Life (in general)

- Lead all Student Life personnel and support their efforts in each area of Student Life.
- Serve as a liaison for Student Life to other areas within the University, particularly enrollment and orientation planning.
- Track retention of students and report retention projections to the administration.
- Submit Student Life information to the President and Board of Trustees as requested.
- Provide a model of redemptive discipline for use with students.
- Develop a Student Life model that will facilitate the transformation of students.
- Perform other duties associated with Student Life as they are assigned by the Provost.

#### Chapel & Assembly

- Work with the Director of Spiritual Development in programming for chapel & assembly, including spiritual life and community programming.
- Provide leadership for the mandated Federal programming, informational and reporting.
- Meet with students who have not met attendance requirements.
- Make final decisions regarding chapel & assembly attendance requirements.
- Provide daily announcements for dissemination.

### Student Activities

- Provide active leadership in the University's Student Government Association (SGA), guiding their operations, and promoting more student involvement in SGA.
- Participate in activities on the campus of Ohio Valley University.
- Make final decisions regarding student activities and Student Life efforts to encourage involvement.

### Residence Life

- Make final decisions regarding residence hall life and policies.
- Work with Campus Security to provide for the safety and security of all students
- Mentor students, particularly student leaders

### University Regulations

- Address violations of University regulations when appropriate.
- Make final decisions regarding University regulations and University responses.

### Character Development & Spiritual Formation

- Encourage each student's character development and spiritual formation by addressing violations of those principles and/or supporting positive growth in those areas.
- Make final decisions regarding character development and spiritual formation efforts in Student Life.
- Encourage the infusion of the Christian worldview throughout campus life.

### Health & Wellness

- Encourage each student to live a physically, emotionally, and spiritually healthy lifestyle.
- Make final decisions regarding educational programming and treatment services related to student health and wellness.

### Leadership Development

- Encourage each student to develop leadership skills.
- Work with Student Life staff members to coordinate an annual leadership conference, on-going leadership training, and a mentoring program for students.

- Work with SGA and ICC to coordinate leadership development and integration into campus wide programming.

**Knowledge/Skills/Abilities:**

- Communicates clearly with individuals and groups.
- Self-motivated.
- Organized.
- Creative.
- Flexible.
- Maintains confidentiality.
- Mentors students during their transformation process at the University.
- Participates in University activities.
- Demonstrates character and spiritual leadership.
- Problem-solver.
- Utilizes redemptive discipline with students.
- Exhibits professional behavior with colleagues and students.

**Education and Training:**

- A four year degree is required.
- Computer skills required: Microsoft Word, Power Point, Excel, and Outlook.

**Work Conditions:**

- Office Environment
- Team Approach

*Please note that Ohio Valley University is affiliated with churches of Christ, and, as allowed under federal law, demonstrates a strong preference for candidates with the same church affiliation and upholds the foundational tenets of its religious heritage in hiring practices.*