

## Oak Hills Christian College

### Job Description

**Position Title:** Associate Dean of Student Life/Dean of Women

**Department:** Student Life

**Position Status:** 10 months

**Reports To:** Dean of Student Life

**FLSA Status:** Exempt

**Last Revision Date:** February 2024

**General Summary:** To direct the spiritual development of student leaders and students in the achievement of the College's mission through Student Life.

**Vision of Student Life:** To journey with students as they deepen their walk with God, discover their life purpose in Christ, and develop God's heart of service for the church and the world.

**Purpose of Student Life:** The Student Life Department exists to facilitate biblically healthy community in which students have the opportunity for fellowship, discipleship, and character development through interaction with staff, faculty, and one another.

**An individual in this position may be called upon to do any or all of the following essential functions. These examples DO NOT include all of the duties which the individual may be expected to perform.**

#### Primary Responsibilities:

- Direct the women's student ministry (online, traditional, non-traditional, and married)
- Engage the student body through different modalities, i.e. small groups, participation in chapel, meals with students in the cafeteria, development of one-on-one relationships and the like, to encourage the spiritual growth of students in the Christian faith.
- Arrange and manage the single women's student campus housing
- Arrange and manage housing for BSU or NTC students living on campus
- Collaborate with the Dean of Student Life in the selection, training, support and supervision of Student Engagement Team.
- Collaborate with other departments on how to best serve all students (e.g. online, traditional, non-traditional, commuting and families)
- Collaborate with the Dean of Student Life to communicate events, crucial information and other campus activities and events to students, staff and faculty
- Direct Student Life registration process in collaboration with the Registrar
- Supervise and support the Student Activities Leader
- Keep Student Life registration files complete and up to date
- Conduct the disciplinary process for female students at the non-suspension level
- Encourage whole-person development for the women RA's and women students
- Attend and participate in scheduled meetings of Student Life, staff meetings, CLH and other social events
- Assist Admissions with College Days and arrange housing for prospective students

- Develop and coordinate campus activities with the female RA's and the Student Activity Team (e.g. spring banquet, hall and dorm activities)
- Collaborate with the Dean of Student Life to maintain order on campus and report all incidents and accidents as prescribed in the Procedure Manual
- Collaborate with the Dean of Student Life regarding security issues
- Respond to any emergency situation on campus, as needed

**Education Requirements:** Bachelor's Degree in a related field or equivalent experience in higher education or college/young adult/ youth ministry

**Experience Requirements:** Two years of experience in the same or related field preferred

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

- Have a visible passion for God and a clear Christian testimony
- Have a genuine compassion for people
- Model Christian service by attending a local church and being active in a ministry
- Fully embrace the doctrinal position, mission, and values of Oak Hills and the denominational diversity of OHCC
- Leadership skills
- Strong organizational skills
- Problem solving and decision making skills
- Ability to provide lay counseling skills
- Ability to make basic assessments regarding the need for counseling
- Strong interpersonal skills
- Ability to work independently
- Verbal and written communication skills
- Time management skills
- Ability to manage multiple tasks
- Basic computer skills (Word, Excel) and knowledge of managing Google Docs
- Exceptional listening skills
- Safety training in CPR, First Aid, and others as needed (recommended, not required)

**Supervisory Responsibilities:** Yes

**Working Environment:**

- Monday – Friday, Evenings, weekends and special events as needed

**Physical/Mental Requirements:**

- Ability to manage high stress situations
- Ability to handle highly emotional situations
- Ability to maintain a balanced lifestyle