

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Assistant Residence Hall Dean
DEPARTMENT	Student Services
CATEGORY	Salary (Exempt Position)
CLASSIFICATION	Individual Contributor IV
REPORTS TO	Administrative Residence Hall Dean
LAST REVISED	April 9, 2024

POSITION SUMMARY

The Assistant Residence Dean reports and is accountable to the Administrative Residence Hall Dean under the direction of the Vice President of Student Services of Burman University sponsored by the religious denomination, the Seventh-Day Adventist Church in Canada. All principal duties of the residence hall operation inclusive of worship programming, leadership training, resident student data management, student mentorship and development are the responsibility of the Assistant Residence Hall Dean.

ESSENTIAL JOB FUNCTIONS: SPIRITUAL NURTURE

- Minister to young adults at Burman University, in the area of Christian conduct and living, through the use of the residence hall as a venue for communication and development.
- Provide reasonable opportunities for spiritual growth and leadership in student residents through the formation of prayer and small group ministries, hall worships, corporate worships, personal interaction, and living a Christian example.
- Serve as a counselor and spiritual advisor to residence hall students.
- Assist students in the creation of an atmosphere in their rooms and on their halls that reflects dignity, refinement and Christian character.
- Promote a Christian cultural atmosphere to the residents.

ESSENTIAL JOB FUNCTIONS: DORMITORY ADMINISTRATION

- Interpret the philosophy, ideals, and principles of the institution with the residence hall students and to carry out the policies established by the administration.
- To work with and develop a team approach with the Administrative Dean and other Assistant Dean(s) to ensure:
 - Proper record keeping for effective functioning of the resident hall environments.
 - Policies and processes are in place for proper resident functioning and communicated appropriately to students.
 - Student safety procedures and protocols are practiced and in place.
 - Adequate hiring, supervision, and coordination of student deans, residence assistance, desk clerks, cleaning and maintenance services and other student work is in place for the coming school year and functions effectively throughout the year.
 - Effective student programming is planned and delivered for students through the year, including both spiritual and social programming, resident orientations and various other resident hall events

- Promotion of a healthy student lifestyle and habits within the resident's halls, in the areas of sleep, rest, study habits and work and spiritual life balance.
- Maintenance of room conditions and student locations that are conducive to academic excellence.
- Monitoring of student occupancy checks, overall cleanliness and security protocol of the residence halls.
- Ascertain that proper routine maintenance reviews of the dormitory premises are conducted so that necessary repairs may be completed.
- Assist the administration and faculty in disciplinary matters by acting on minor disciplinary problems and referring cases requiring major disciplinary action to the Discipline Committee, and serve as a connecting link between the administration and the students.
- Complete other duties as assigned

ESSENTIAL JOB FUNCTIONS: COMMITTEES

- Attend the regular meetings of and participate on the following committees:
 - Campus Life Committee
 - Deans' Council
 - Discipline Committee
 - Dorm Housing Committee
 - Student Intervention Team

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Related Bachelor's degree

EXPERIENCE

- Minimum of 2 years' related experience

SKILLS

- Must be able to work in a team environment
- Must be able to hold all information received in confidence
- Must possess excellent interpersonal skills and be able to communicate effectively with colleagues, parents, the campus community, the extended Burman Alumni community and especially with youth ages 16 - 24.
- Must possess exceptional personable approachability and relatability attributes in particular with university age youth

PERSONAL

- Ability to work on own initiative without frequent supervision
- Ability to think creatively when dealing with procedures and issues
- Willing to work irregular hours and weekends
- Valid driver's license
- A member of the Seventh-day Adventist Church
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University