



JOB DESCRIPTION

POSITION TITLE: Dean of Student Services

SUPERVISOR: Executive Vice President

DUTIES AND RESPONSIBILITIES

- Oversees and manages Student Services
- Oversees and manages the Facilities Department
- Supervises the Housing Director and Student Life personnel
- Supervises Food Services Director
- Serves as a representative on the Student Affairs Committee
- Administers the Student Code of Conduct, due process, and student discipline
- Serves as the institution's Title IX Coordinator for students
- Serves as the institution's Clergy Compliance Officer
- Oversees the annual review of Student Handbooks
- Advises and trains Student Government
- Maintains and updates the Student Life Calendar
- Teaches academic courses as needed

KNOWLEDGE AND SKILLS NEEDED:

- Knowledge of Office programs, such as Word, Excel, and Google Docs.
- Ability to maintain physical and digital records
- Ability to maintain positive relationships with students, staff, faculty, and administration.

EDUCATION AND EXPERIENCE:

- Master's degree or higher
- 3-4 years of educational, ministerial, administrative, and/or other relevant leadership experience