WESTMINSTER COLLEGE

ASSOCIATE DEAN OF STUDENT AFFAIRS: RESIDENCE LIFE AND STUDENT CONDUCT

Westminster College, New Wilmington, PA is seeking qualified candidates for the full time administrative position of Associate Dean of Student Affairs: Residence Life and Student Conduct. This individual will report directly to the Vice President for Student Affairs.

The Associate Dean is responsible for the overall direction of the Residence Life program and with administrative responsibilities in Student Conduct on the Westminster College campus. S/he also serves as a member of the Vice President for Student Affairs’ leadership team and is responsible for other duties pertaining to the administration of the Student Affairs division.

Minimum requirements for the position are as follows: master’s degree in Student Affairs Administration, Higher Education Administration or related field. Two years of post-master’s degree full-time professional experience. Preference given to candidates with experience in residence life and student conduct. Professional experience in student leadership education. Excellent verbal and written communication skills.

The Associate Dean will be responsible for the following tasks:

**Residence Life:**
- Supervision of Residence Directors, Resident Assistants; Supervision of the Residence Life human resource programs including staff recruitment, selection, training and evaluation; Oversee the Resident Assistant on-line training course, August in-person training and Residence Director in-service training; Administer the Residence Life budget and long-range strategic plan; Responsible for residential and off-campus resident policy planning and development; Develop Residence Life promotional literature/PR pieces; oversee the development and coordination of social, educational and service/philanthropic programming in the residence halls; Responsible for residence hall and townhouse room assignments, off-campus lottery program, and residential policy development and enforcement; Direct responsibility for Residence Hall improvements; Administer all housing related operations using the College’s Jenzabar EX administrative computing system; Partner with Physical Plant on hall maintenance and custodial care; Serve as resource/first-call for Residence Directors on duty; Serve on-call rotation for a week out of each month as part of the Student Affairs crisis team.

**Student Conduct:**
- Serve as the chief judicial hearing officer; Assist in the development and interpretation of student and college policies and procedures regarding the student code of conduct; Assist in the development of publications and materials designed to promote student conduct standards; Conduct development programs and training sessions regarding rules of conduct and topics related to student conduct; Assist in the coordination of enrichment programs and serves as a liaison for faculty, staff, and students regarding student conduct issues.

**Other Responsibilities:**
- Serve as a Title IX Deputy Coordinator; Serve as a member of various campus committees including the CARE team, Student Experience Committee, Work Study Task Force, Westminster 101 course and others as assigned/necessary; Perform all other duties as assigned by the Vice President for Student Affairs.

Interested individuals should submit a letter of interest, résumé, and the names, addresses, and telephone numbers of at least four professional references postmarked by May 31, 2018 to:

Mr. Carllos Lassiter, Vice President for Student Affairs
Westminster College
McKelvey Campus Center
New Wilmington, PA 16172

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