

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Administrative Residence Hall Dean
DEPARTMENT	Student Services
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
REMUNERATION SCALE	Leadership I I
REPORTS TO	Vice President Student Services
LAST REVISED DATE	January 25, 2024

POSITION SUMMARY

The Administrative Residence Hall Dean is responsible for all principal duties of the residence hall operation, including worship programming, leadership training, resident student data management, and facility management. They will interpret the institution’s philosophy, ideals, and principles to the residence hall students and carry out the administration’s policies. They are expected to minister with Christian conduct and social graces to young adults at Burman University, using the residence hall as a venue for communication and development.

ESSENTIAL JOB FUNCTIONS: Dormitory Administration

- 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
- Maintain records necessary for the effective function of residence hall environments
- Prepare an annual budget for all operations of the residence hall, including operating and capital expenditures
- Submit to the Vice President of Finance requests and plans for repairs, alterations and furnishings of the residence hall
- Delegate responsibilities, assign duties, and develop an appropriate job description for the Assistant Deans
- Appoint Residence Hall Counselors, Monitors, and Desk Clerks and to direct, supervise, and coordinate their work
- Hire necessary student labor to maintain the residence hall as required and to supervise an adequate janitorial service in the residence hall
- Take a supportive role in the activities planned by Burman University
- Correspond and provide spiritual counsel with students and parents when requested
- Handle all requests from dormitory residence for attendance at parties and social functions not conducted by Burman University
- Approve requests for weekend residence hall leaves or other residence hall related programs or functions
- Assist in the orientation of new students

- Serve as mentor to the Assistant Deans responsible for sponsorship of the residence hall club, guest services, residence reception, room assignments, and custodial management
- Encourage conditions conducive to study in the residence hall
- Supervise the living habits of residence hall students in respect to a regular routine of working, studying, and sleeping, to be alert to and promote student health
- Promote fire safety and lockdown procedures in the residence environment
- Assess room conditions before students move in, with the students when they leave the residence hall and, where damage is apparent, to levy appropriate charges against the students' room deposits and/or to the students' accounts
- Administer appropriate fines or punishment for infractions of the rules of cleanliness, order, and decorum
- Inform the Student Finance office, by means of a written notice, of the arrival or leaving, hiring or dismissing of residence hall student employees, setting forth such pertinent information as rate of pay, date hired, and cause for dismissal
- Initiate all plans for decorating, furnishing, repairing, or remodeling the residence hall and to ascertain that proper routine maintenance reviews of the dormitory premises are conducted so that necessary repairs may be completed
- Build and maintain a small professional library in the office of the Dean including resources for ministering and management
- Maintain an updated list of all residents and to inform the Student Finance office, Student Services and the Cafeteria in writing of any additions or deletions to the resident student roster
- Other duties as assigned by the Supervisor

ESSENTIAL JOB FUNCTIONS: Spiritual Nurture

- Provide reasonable opportunity for spiritual formation in student residents through the congregation of prayer bands, worship groups, personal interaction, and Christian example
- Serve as a counselor and spiritual advisor to residence hall students
- Serve as host to parents of residence hall students and to invite by correspondence and personal interview the cooperation of parents towards the spiritual growth of their children and the support of the residence hall program
- Assist students in the creation of a room atmosphere that reflects dignity and refinement.
- Promote a Christian cultural atmosphere to the resident congregation

ESSENTIAL JOB FUNCTIONS: Committees

Attend the weekly meetings of the following committees:

- Budget Advisory
- Deans' Council
- Discipline Appeal
- Retention
- Spiritual Life
- Campus Life

- Risk Management
- Health and Safety
- Strategic Planning

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Four-year university degree in a related field or equivalent

EXPERIENCE

- 5 to 6 years' related experience

SKILLS

- Must be able to work in a team environment
- Must be able to hold all information received in confidence
- Excellent interpersonal skills
- Demonstrated supervisory and leadership experience
- Experience advising student groups
- Fluency in using various standard office software packages such as Microsoft Word, Excel, and PowerPoint.
- Training in First Aid and WHMIS an asset

PERSONAL

- Ability to work on own initiative without frequent supervision
- Ability to think creatively when dealing with procedures and issues
- Valid driver's license
- Active 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
- Available to work evening and weekends when necessary
- Ability to work in an occasional high-pressured environment
- Must pass a Criminal Records check