Dean of Students & Community Life

The Dean of Students & Community Life is a member of the School’s senior administration reporting directly to the President and Dean providing vision, leadership, and administrative direction in matters related to student and community life. S/he must have experience and an appropriate educational background, which would allow her/him to work collaboratively with individuals throughout the School and be capable of representing the School externally. The successful candidate should have experience in higher education administration, student life, and working with faculty and boards of trustees. As a member of the President and Dean’s senior staff, the Dean works collaboratively with the Academic Dean, Chief Financial Officer, the Vice President for Institutional Advancement, and the Director of Communications and Marketing to further the mission of the School.

Reports to: President and Dean

Qualifications:

• 5–10 years experience in higher education administration
• Background and experience in student life
• Knowledge of and interest in the Episcopal Church
• Preference given to ordained members of the Episcopal clergy
• Master’s degree required, doctoral degree preferred
• Professional standards of confidentiality, personal integrity, and ability to work closely with all constituencies of EDS
• Working knowledge of legal and regulatory compliance issues such as Title IX, Violence Against Women Act (VAWA), and the Clery Act.
• Ability to undertake independent projects, ability to manage competing tasks
• Availability on nights and weekends for campus events and student needs

Duties & Responsibilities

Student Life of the School

• As ex-officio member of the Student Executive Committee, offers supervision and support for programs that enhance community building
• Establish and enforce policies for the appropriate and ethical use of instructional technology, digital media, and the Internet
• Oversee student grievance policies, rights and responsibilities, and the code of discipline, clearly identifying and publishing
• Responsible for assessing and revising the Student Handbook, articulates students’ rights and responsibilities, establish a code of conduct, and assure a process for hearing student complaints.
• Work as part of a team to enhance the recruitment, enrollment, and retention of students.
• Is a strong advocate for students from groups historically disadvantaged because of gender, ethnic background, bodily ability, gender identity, and/or social class.
• Working with related offices, oversees Vocational Services to provide appropriate assistance to persons seeking employment relevant to their degrees, and monitor the
placement of graduates in appropriate positions and review admissions policies in light of trends in placement

- Liaison for the ordination process, and administration of the General Ordination Examination

**Community Life of the School**
- Fosters good relations among students, faculty and staff, and an understanding of the School’s mission
- Oversees programming for extracurricular events for the EDS community
- Works with Institutional Advancement outreach efforts of the School to the wider Cambridge/Boston community
- Support student and community engagement in areas of intercultural learning, inclusion, and conflict resolution, as well as to live and practice ministry effectively in racial, ethnic, gender and culturally diverse settings.
- Leads and coordinates major School events, such as Orientation, Matriculation, and Commencement

**Supervision of Pastoral Care & Counseling**
- Supervision of the Pastoral Counseling Services to insure the availability of appropriate pastoral care and method of referral for counseling services for students and staff
- Response to pastoral emergencies that are referred to this position
- Implementation of School policies relative to grievance, alcohol, drugs, violence, abuse, or risk

**Supervision of Chapel**
- Oversees all aspect of Chapel life
- Supervises the Director of Chapel Music and Liturgy
- Meets with the Worship Committee

Housing on campus provided as a benefit.

This list is not to be considered all-inclusive. A supervisor may assign other duties as required to meet the needs and foster the mission of the School.

All employees of EDS must work collegially and cooperatively with all members of the community.

April 2015