Scope of Responsibilities: Providing essential support for Student Affairs and the Dean of Students by developing policies and programs for student life and development and performing the following duties personally or through subordinate employees in a manner consistent with the institutional mission, vision, values, and expectations.

General Responsibilities: Assist in the management and growth of the Student Affairs department in providing quality programs and resources that promote student learning and engagement in personal transformation, healthy community, whole-life worship, and intentional service. Assist Student Affairs administrators in pursuing projects and completing tasks that contribute to the advancement and assessment of our purpose and mission. Complete various projects (including any relevant research, revision, process, automation, digitization, assessment, and training) toward increasing effectiveness and efficiency of the department of Student Affairs. Assist and/or stand in for the Dean of Students as needed or in his or her absence. Overseas student housing processes. Provide support to the Master of Science in Higher Education (MSHE) program in course design, grading, program assessment, internships, and recruitment of current undergrad students. Assist the Resident Directors in the functions of hall programming, housing, evaluation, and assessment. Manage and administrate discipleship efforts in men’s/women’s ministries and Growth Groups in coordination with residence life staff and other associated staff/faculty. Assist in the planning and execution of leadership retreats, leadership training, and leadership class(es). Supervise Applied Learning requirements and assessment of student leaders within the department. Overseas student housing processes, including the placement of new residential students and the management of off-campus/commuter applications. Assist with the New Student Orientation and Commencement programs as needed. Administer appropriate budgets and pursue grants in partnerships with the Advancement office as appropriate. Attend and participate in all relevant meetings, including bi-weekly faculty meetings, department gatherings, employee meetings, and in-services as scheduled. Serve on institutional standing committees and ad hoc committees as directed by the Vice President of Student and Academic Services. Assist with departmental student retention efforts, which may include meeting with students of concern and coordination with other campus services. Assist in Student Affairs efforts in non-traditional programs and campuses as needed. Use discretion and judgment in the handling of information that is sensitive or confidential in nature.

Discipleship: Oversees accountability meetings with student leaders. Generally this would include supervision, problem solving, and personal/spiritual development. Coordinate a dynamic small group program (“Growth Groups” for traditional dorm students) across campus in coordination with Resident Directors and the Dean of Students. Discipline: Participate in the institutional review board (i.e. student conduct panel) process per policies outlined in the student handbook. Assist in the redemptive and restorative discipline process of students. Seek to be proactive as opposed to reactive in discipline. Possess good working knowledge of the Biblical model for correction and restoration. Complete documentation and all necessary paperwork in a proper and timely manner. Management: Meet with the Dean of Student Affairs on a weekly basis or as needed. Meet with Student Affairs, Campus Life, and/or Residence Life department on a weekly basis. Oversees the student housing processes including the housing lottery, commuter exemptions, new student housing, married/grad student leases, and special accommodations as required. Advise the Dean of Student Affairs on the needs of students, budget, housing, and programming issues. Attend conferences as needed to perform job more effectively. Serve on up to three on-campus committees. Manage financial accounts as assigned by the Dean of Student Affairs. Be available for weekends as needed for on call or event supervision up to two times per month. Supervision: Supervise regular and student employees to include interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
Job Posting

Minimum Qualifications: Education: An earned, accredited graduate degree in a discipline appropriate for student affairs such as higher education, ministry/cultural studies, or behavioral science. Work related experience: Three to five year of successful experience in student affairs at the collegiate level. Two years of a team-building management style that builds relationships, evokes trust, and leads to the accomplishment of the institutional vision. Interpersonal skills: An in-depth working knowledge of moral development and spiritual formation. Strong Christian faith, commitment and volunteer service experience. Excellent oral and written communication skills and budget management skills. Evidence of strong relationship-building skills. Strong discipleship and leadership development skills and experience. Ability to translate the institutional mission, vision, values, and expectations into viable student affairs policies and programs.

Preferred Qualifications: Education: Earned accredited graduate degree in the field of Student Affairs or Higher Education. Work related experience: Has taught at the collegiate level for at least three years. Is published within the field of student affairs or related fields. Active participation in professional student affairs associations. Experience in teaching and learning in an online environment

Status: Full Time, Exempt

A completed staff application must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at www.grace.edu.

Posted: 1-4-16