

## **ASSISTANT DEAN OF STUDENT LIFE**

**POSITION SUMMARY:** The Assistant Dean of Student Life serves as a key leader within the Division of Student Experience, overseeing residence life, and the student conduct process. This individual is responsible for fostering a vibrant, inclusive, and Christ-centered residential community that promotes student success and personal growth. Reporting to the Vice President for the Student Experience, the Assistant Dean provides strategic leadership for residence life operations, staff development, and the administration of student conduct policies. The Assistant Dean is expected to enhance and uphold the Christian mission of the college.

### **ESSENTIAL FUNCTIONS:**

- Oversee all aspects of residence life, ensuring a safe and supportive living environment for approximately 1,900 students.
- Lead the recruitment, hiring, training, and development of residence life staff, including the Assistant Directors, Area Coordinators (ACs), Lead Resident Assistants, and Resident Assistants (RAs).
- Manage housing assignments, room changes, and maintain accurate residential data.
- Oversee the student conduct process, adjudicating hall-level cases and ensuring fair and consistent enforcement of policies.
- Provide crisis intervention and support for students dealing with issues such as homesickness, roommate conflicts, mental health concerns, and substance use.
- Supervise the Assistant Director of Residential Living, and Assistant Director of Residential Operations ensuring effective staff scheduling and operational efficiency.
- Allocate and oversee the Residence Life budget, including residence hall programming funds.
- Develop and implement staff training and professional development opportunities for ACs, Leads RAs, and RAs.
- Coordinate and enhance residential programming to support student engagement, learning communities, and leadership development.
- Ensure timely and appropriate responses to emergencies, serving as on-call support for residence life staff.
- Serve as a resource for students with specialized residential needs, including international students, transfers, and students with disabilities.
- Provide regular assessment reports on residence life operations, student conduct trends, and program effectiveness.
- Collaborate with campus partners to promote student well-being, retention, and success.
- Oversee the management of housing assignments, room changes, and up to date assignments data
- Ensure appropriate and timely response to emergencies and crisis situations in order to provide a safe living and learning environment by serving as on call support for Residence Life staff
- Serve on committees as assigned
- Responsible for the other duties as assigned by the Assistant Vice President for Student Affairs

**QUALIFICATIONS:**

- Master's degree in Higher Education Administration, Student Affairs, or a related field.
- Minimum of 5 years supervisory experience in Residence Life
- Strong knowledge of student development, conflict resolution, and crisis management.
- Demonstrated ability to foster a positive and engaged residential community.
- Excellent communication, problem-solving, and leadership skills.
- Firm commitment to the Christian-based mission of Mississippi College

**REPORTS TO:** Vice President for the Student Experience/Dean of Students    **EXEMPT:** Full Time;  
exempt