



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Dean of Women</i>	<b>Wkly. Hrs./Weeks:</b>	40/52
		<b>Pay Grade:</b>	
<b>Department:</b>	Student Life	<b>Classification</b>	
<b>Reports To:</b>	Campus Pastor	<b>Effective Date:</b>	7/18/2018

## SUMMARY

Fulfill the purpose of Student Life through direct oversight of the care, counsel and spiritual development of students according to the Distinctives of Biblical Living in advancement of the institution's mission.

## ESSENTIAL FUNCTIONS

- Give oversight of care, counseling, and spiritual development of female students.
- Give direct oversight, management, and record keeping of female student disciplinary actions.
- Recruit and oversee the female Resident Directors, Resident Assistants and Wing Assistants in harmony with the overall goals of the Servant Leadership Staff.
- Collaborate with and support the Dean of Men:
  - Resident Director Staff Development
  - Resident Assistant and Wing Assistants Staff Development
  - Male student practical care, spiritual development, discipleship and disciplinary actions as it relates to female student care
  - Resident Life budget and operations
- Collaborate with and support Campus Safety on issues relating to student risk management, Clery reporting, emergency management.
- Give oversight of female student resident housing placement and facilities.
- Give direct oversight of Women's Ministries.
- Facilitation of the policies and procedures of the Student Handbook.
- Oversight of the RA/RD Manuals.
- Collaborate and communicate with the Health Center and Campus Nurse.
- Serve as the Title IX Deputy Coordinator relating to students according to the Sexual Assault Prevention Policies.
- Give direct oversight of the DAAPP in compliance with federal standards.
- Special counsel to the Campus Pastor.

## COMPETENCIES

- Ability to promote the spiritual and academic development of college students from a biblical worldview.
- Ability to counsel biblically according to the Association of Certified Biblical Counselors standards.
- Ability to exegete and teach the Scriptures accurately in accordance with our biblical doctrine.
- Exemplary Christian lifestyle and leadership in accordance with our biblical doctrine.
- Strong conflict resolution and team management skills.
- Strong communication skills both written and public.
- Possesses excellent problem-solving skills.
- Ability to understand and relate to college students and their families.
- Ability to understand and comply with federal and state regulations regarding the oversight of the students' health and safety.
- Ability to administrate policy and leadership in various capacities.
- Possesses emergency management skills.

## QUALIFICATIONS

### List minimum requirements to be considered for this position:

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMC&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be service-orientated and have demonstrated abilities to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Education: Masters degree in related field (counseling, student affairs) preferred
- Experience: 3+ years in an educational institution preferred
- Have computer proficiency.
- Basic mathematics and accounting knowledge is necessary.
- Excellent comprehensive, oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Multitask in an environment with many distractions is a must.
- Must successfully pass a background investigation.

## WORKING CONDITIONS

### List general working conditions for this position:

- Working Environment: Mostly indoors in a typical office environment, with occasional visits to areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

## ADDITIONAL INFORMATION

### **Minimum Conditions for Beginning Employment:**

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

***If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.***

*The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.*

## APPLICATION PROCESS

### **Selection Process:**

Submitted applications will be reviewed by the Human Resources department and forwarded to additional hiring personnel for consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

### **Application Procedures:**

If you would like to apply for this position, please fill out the application at

<http://www.masters.edu/campuslinks/employment.aspx> and return it to the Human Resources Department.

Applications may be dropped off in person, or sent via fax (661.362.2717), email ([humanresources@masters.edu](mailto:humanresources@masters.edu)) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

*All documents included in your application remain the sole property of The Master's University and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.*