



JOB DESCRIPTION

INFORMATION

Job Title:	<i>Dean of Women</i>	EEOC Job Classification	First/Mid-Level Officials and Managers
		FLSA Classification	Exempt
Department:	Residence Halls	W/C Classification	8868 – Administration/Faculty
Reports To:	VP of Student Life	Effective Date	4/5/2021

SUMMARY

Advance the mission and vision of TMUS 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 JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the 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.
- Serve as the Title IX information resolution counselor for students as defined in the Sexual Assault Prevention Policies.
- Give direct oversight of the DAAPP in compliance with federal standards.
- Special counsel to the Campus Pastor.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.

- 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.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Assign, plan, and oversee the work of the female resident directors.
- Handle discipline and termination of female resident directors as needed and in accordance with TMUS policy.
- Train employees, verify timecards, and monitor budget.
- Complete employee evaluations and help maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- Master's degree or equivalent experience in counseling and student affairs.
- At least three-years' experience in an educational institution preferred.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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.