



JOB TITLE: Assistant Dean of Student Affairs
Affairs

REPORTS TO: Dean of Student

DEPARTMENT: Office of Student Affairs

START DATE: Immediately

CLASSIFICATION: Full-Time Staff

SALARY: Negotiable

General Function:

The Assistant Dean of Student Affairs is responsible for developing and implementing a wide array of student activities and reports to the Dean of Student Affairs. Will serve as one of two professional student life staff members on our small campus. This professional will also work closely with the Dean to administer our residence life program. The residence halls play a very large and important role in the educational process of Andrew College. The Assistant Dean of Student Affairs will understand, implement, and support the mission, purpose, policy and practices of the Office of Student Affairs as well as adhere to the Academic Standards as outlined in the *Andrew College Catalog*. Follow and support the policies and procedures as defined in the *OSA Operations Manual* and the *Andrew College Student Handbook*.

Duties and Responsibilities:

- Plan, execute, and evaluate a wide range of extra and co-curricular events and offerings.
- Work closely with student leaders, engaging them in problem solving and involvement in the college and community.
- Work closely with the Dean of Students to form an effective and empathetic student life team.
- Can be a live-on position but not required

Minimum Requirements:

- Bachelor's degree required; Master's degree in Education, Counseling, Social Work or related field preferred
- Excellent written and oral communication, organizational, and time management skills
- Experience working with diverse students, faculty, and staff
- Preference will be given to candidates who have experience with college student affairs or residential life
- Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

Working Conditions:

- Office and classroom environment with minimum lifting (25 pounds) is required. Flexible office hours to include evenings and weekend hours.

Applicants should submit a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to:

Jennifer Mitchell, Director of Human Resources
jennifermitchell@andrewcollege.edu

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