



JOB TITLE: Dean of Students

REPORTS TO: President

DEPARTMENT: Office of Student Affairs

START DATE: Immediately

CLASSIFICATION: Full-Time Staff

SALARY: Negotiable

General Function:

Seeking an experienced and dynamic individual to be an empathetic student advocate and mentor as next Dean of Students. As chief student life officer on our small campus, ideal candidate will have 3-5 years progressive experience in residence life, student conduct, and co-curricular programming, graduate degree in related field, and appreciation for diverse student body in a small rural setting. Must be a team oriented problem solver with outstanding communication skills.

Duties and Responsibilities:

Responsible for development and implementation of complete range of student service functions including student engagement, student activities, residence life, student conduct, collaboration with faculty, supervising one professional staff colleague and collaborating across campus to ensure student success. Works closely and collaboratively with faculty, physical plant, business office, and athletics.

Minimum Requirements:

Preferred candidates will have a master's degree in a related field with 3 – 5 years of experience. Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

Working Conditions:

Office environment with minimum lifting (25 pounds) required. Flexible office hours to include evenings and weekends.

**Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to: <https://www.andrewcollege.edu/employment-opportunities/>
Jennifer Mitchell, Director of Human Resources hr@andrewcollege.edu**

The review process will begin immediately and will continue until the position is filled.

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.