DEAN OF STUDENTS
& DIRECTOR OF RESIDENCE LIFE

BIRMINGHAM-SOUTHERN COLLEGE
Birmingham-Southern College seeks an experienced, student-centered professional to serve as its next Dean Students and Director of Residence Life. The successful individual will have a record of establishing meaningful student relationships and engaging the campus and broader community significantly. They will understand the many facets of student development, and enthusiastically support students in both the affirming and challenging experiences they encounter in their developmental journeys.

As a member of the leadership team in Student Development, the Dean and Director will collaborate with departmental, campus, and community partners to support student success, respond to issues that impact the residential and overall campus community, as well as foster and evaluate initiatives that spur student development along our six developmental competency clusters:

1) College Success
2) Personal Well-Being
3) Cultural and Human Dignity
4) Communication and Connection
5) Purposeful Engagement
6) Beyond BSC

In addition, they will bring expertise to their leadership and service across the institution to promote a community of equity and inclusion across the campus.
POSITION SUMMARY

The Dean of Students & Director of Residence Life fosters an excellent student experience by supporting the community values of trust, honor, equity, and care demonstrated in the college’s various conduct codes, as well as maintaining a strong residential community.

In the Dean of Students role, this individual works closely with the Vice President for Student Development to oversee student conduct, maintaining significant responsibilities for the College’s Honor Code and Council, Social Conduct policies, and Sexual Misconduct processes.

They also engage with colleagues to respond to students with behavioral and academic concerns and oversee Accessibility Services, along with the potential for expanded supervisory responsibilities.

With direct responsibility for Residence Life & Housing, the Director provides leadership for all features of the residential program and community, along with an Assistant Director, Assignment and Operations Coordinator, and approximately 50 student staff members.

They also support the College’s international student community, including matters of immigration compliance. The Dean provides leadership for the Student Development division along with the Vice President and Associate Dean of Students.

"Being a Residence Life staff member has helped me to develop as a leader and provided with wonderful life-long relationships."

Warda Merchant ‘22
ESSENTIAL RESPONSIBILITIES

· Student Conduct, Critical Response, and Advocacy
  With the Vice President, coordinate the team of professionals responding to student conduct issues and critical incidents. Investigate and adjudicate various violations of campus conduct policies, including the Honor Code/Council, Social Conduct, and Sexual and Gender-Based Misconduct. Serve within the Care and Retention Team efforts to monitor and respond to students displaying behaviors of concern or those at risk of leaving the College. Coordinate the on-call system among various Student Development professionals.

· Divisional Leadership & Administration
  Partner with the Vice President and colleagues in the general oversight of the division. Specifically, coordinate creation and implementation of relevant student life policies. Oversee the ongoing review and revision of the Student Handbook, as well as its promotion to students. Serve on various committees which fit the duties of the Dean role, and in the absence of the Vice President, serve in leadership for relevant issues and decisions.
ESSENTIAL RESPONSIBILITIES CONTINUED

Residence Life Departmental Leadership
Assume responsibility for the mission, goals and outcomes of the Residence Life department, including:

- Residence Life Staff Leadership & Community Development – Supervise the Residence Life staff, including an Assistant Director, Assignments and Operations Coordinator/Administrative Assistant, undergraduate Community Coordinators and approximately Resident Assistants. Build community and developmental programming, and coordinate new initiatives in partnership with colleagues and students.

- Administration, Facilities & Partner Management – Partner with Operations, Campus Police, and Information Technology to ensure a safe, healthy, connected, and secure environment across all residential communities. Develop occupancy and revenue projections for the residential community. Manage the Residence Life budget.

Administer the overall inventory for the department. Work with the department’s technology partners (Adirondack, Guardian/Campus Kaizen, and Entrinsik Informer (query process for Ellucian system).

- Housing Selection and Assignment – Supervise the housing selection, assignment, and transition process for all students. Oversee roommate matching and adjustment challenges when they arise.

- Communications – Communicate with current residents and family members regarding residential life policies and questions, and identify appropriate solutions when issues and complaints emerge. Develop information and materials to inform residents and their families about relevant factors of the Residence Life program and community.

- Assessment, Planning, Policies & Procedures – Ensure effective evaluation and assessment occurs for the department. Oversee and develop effective policies and procedures to ensure a safe, healthy, and developmental learning community among the various residential areas of the College.
ESSENTIAL RESPONSIBILITIES CONTINUED

· Accessibility Services

Supervise and support the Director of Accessibility Services, with primary oversight regarding the residential accommodations afforded students based on documented requests, and additional support regarding academic and dietary needs, in conjunction with support from the Vice President.

· International Students

Support the international student community, with particular focus on immigration compliance issues, along with the Coordinator of Housing Operations & Assignments.
EDUCATION, EXPERIENCE & OTHER QUALITIES

A master’s degree in higher education administration or related fields is required, along with at least 5 years of experience in increasingly responsible and professional roles related to student conduct, residence life, and overall student life areas. Personal experience with small, liberal arts colleges, either professionally or educationally, is preferred. An established record of excellent leadership and mentoring relationships with students, collegial relationships with staff and faculty, and strong written and oral communications skills are required.

Outstanding organizational and management skills are essential for success in this role, as well as an ability to manage a role with inherent disruptions, along with a sense of humor.

ORGANIZATIONAL RELATIONSHIPS

The Dean of Students & Director of Residence Life directly reports to the Vice President for Student Development. The Director supervises and oversees the Assistant Director of Residence Life, the Coordinator of Housing Operations & Assignments, along with undergraduate Community Coordinators and Resident Advisors, as well as the Director for Accessibility Services.

Expanded supervisory responsibilities are possible commensurate with experience following establishment in the role.
DISCOVER BSC

Birmingham-Southern College (BSC) is a selective residential liberal arts college enrolling approximately 1,050 undergraduate students. BSC is included in Pope’s Colleges that Change Lives and is a sheltering institution for Phi Beta Kappa. The College’s curriculum is based on close faculty-student interaction in teaching, advising, and research. For more on the College’s faculty, students, educational mission, and national reputation, visit www.bsc.edu.

BSC is located just minutes from downtown Birmingham, which is the largest city in Alabama and a leading hub for banking and medical care and research in the Southeast. The metropolitan area, home to just over one million residents, offers a vibrant culture for entertainment, commerce, and recreational activities. There are six higher education institutions within a short commute; a symphony; a ballet; a zoo; botanical garden; the largest art museum in the Southeast; a world-class civil rights institute, and annual art, music, and film festivals--as well as numerous opportunities for outdoor adventure activities. Birmingham has often been highly ranked for its diverse food options, as well.
BSC is an equal opportunity employer and is especially interested in qualified candidates who can contribute through their teaching, research, and/or service to the diversity and excellence of the academic community. The BSC is also committed to expanding the diversity of the faculty, staff and the student body and in creating a welcoming and inclusive environment for all. Individuals from diverse populations are encouraged to apply. BSC complies with the Alabama Child Protection Act and E-Verify.

More information on the position and how to apply is available on the BSC Human Resources Careers @ BSC page, found here.

Interested and qualified candidates should complete the BSC Application and submit a letter of interest and resume to careers@bsc.edu.

Review of applications will begin immediately and continue until the position is filled.

Questions may be directed to Human Resources or to the Vice President for Student Development, Dr. David Eberhardt, at deberhar@bsc.edu.