**Dean of Students** – Spartanburg Methodist College

**Position Overview**

The Dean is responsible for developing and overseeing programs that enable students to realize their full potential and for integrating student life experiences with the College’s educational mission.

The Dean plays a central role in defining the strong sense of community that unites students, faculty, and staff across differences of racial and ethnic background, gender, class, and educational backgrounds. The Dean helps establish a student culture where students learn to respect differences, take responsibility for their actions, and exercise leadership. In order to effectively execute the required duties, the Dean of Students must be an effective communicator with strengths in all areas, particularly public speaking, writing, and conflict resolution.

**Areas of Responsibility**

Supervises and evaluates the following team members:

* Director of Residence Life & Student Conduct
* Director of Student Activities and Leadership Development
* Chief of Campus Safety
* Director of Health Services
* Career & Transfer Counselor
* Counselor (Personal)

Serves as the liaison with the Director of Food Services to coordinate all aspects of food services.

Assumes responsibility for, in collaboration with the VP for Academic Affairs and the college Chaplain, the annual honor code signing, student discipline system, and coordinating with the judicial bodies of the college.

Provides a leadership role with all student clubs and organizations.

Prepares the budget for all areas of student development and retains executive responsibility for all budgets within the area.

Oversees and is responsible for the Student Handbook and all other student-development related publications and communications and ensures adherence to college policies and marketing guidelines.

**Leadership Expectations**

**Functional Operations Improvement** – Review and enhance where necessary, all student programming processes, measurements, technology systems, etc., that are necessary to allow student affairs to operate efficiently and effectively in pursuit of SMC’s objectives.

**Functional Leadership and Development** – Set model leadership direction through behavior and interactions with others. Define and nurture a collaborative effort across the entire SMC community. Promote and support SMC’s Guiding Principles. Foster a work environment that establishes high expectations, promotes high morale and expands quality student service through a leadership style that encourages staff members to set goals, to implement new initiatives and to acquire new skills

**Reporting Relationship**

Reports to the Executive Vice President for Academic Affairs & Student Development

**Key Internal Operating Relationship**

Executive VP for Academic Affairs & Student Development, VP for Institutional Advancement, VP for Enrollment Management, VP for Marketing, and Executive VP for Business Affairs

**Minimum Qualifications**

Master’s degree in a relevant field with a minimum of 5 years relevant experience with a demonstrated track record of effectively leading teams in a college environment.

**Work Environment and Schedule**

The responsibilities of the Dean of Students are normally performed in a standard office environment during normal business hours. Additional hours may be required to meet the needs of students and to participate in the life of the college. The Dean of Students must live within 10 miles of the campus. The Dean frequently moves around campus to attend meetngs, to interact with students and to fulfill the responsibilities of the position. Off campus travel is expected to represent the college at off campus events and to participate in conferences and professional development activities.