Saint Michael's College
Job Description

Job Title: Assistant Dean of Students/ Director of Residence Life/Hockey Coach

Department: Student Life/Athletics

Supervisor or Manager: Vice President of Student Affairs/Dean of Students

Date Created: 7/22/2005  
Last Revised: 7/22/2005  
FLSA Status: E

Approved by (print name): ________________________  
Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Every student who enters Saint Michael’s College has a positive, educational experience
- All student athletes have a positive academic and athletic experience within the guidelines of the Athletic Department

Essential Duties and Responsibilities:
- Collaborates daily with staff (Assistant Directors, Resident Directors, Resident Assistants and Apartment Community Advisors) toward a goal that SMC students have a complete residential life experience
- Works with the Assistant Coach to help Varsity and B-Team players have a positive Varsity and JV experience
- Supervises and mentors staff members
- Coordinates campus judicial system
- Ensures integrity of residential living areas, confronts negative behaviors and coordinates damage system
- Carries out “on call” responsibility 24 hours a day/7 days a week as a staff resource

Secondary Responsibilities:
- Participates as a member of many campus wide committees

Positions Supervised:
- Assistant Directors of Residence Life (4)
- Resident Directors (9)
- Resident Assistants (Approximately 50)
- RCs (7)
- Full-time Assistant Coach (1)
- Part-time Assistant Coaches (4)

Position’s Major Contacts:
- Student Life department personnel
- Athletics department personnel
- Students

Demonstrates Excellence in this Position:
- From the beginning of the year to graduation, strives for the safety and well-being of every student attending Saint Michael’s College as the ultimate goal
- Inspires a positive attitude and develops a team spirit among Residence Life staff
- Multi-tasks in a productive manner, with an ability to organize and prioritize time/activities well around competing demands of this position

Education and Work Experience Required:
- Advanced degree or equivalent combination of education and experience
Analytic Skills Required:
- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills Required:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills Required:

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Licenses, Certifications and Other Requirements:
- None required

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Dean of Students/Director of Residence Life/Hockey Coach occasionally the employee is required to lift and/or move 26-50 pounds.

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. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Availability to work weekends and nights

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.