



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES /HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Assistant Dean
DEPARTMENT: Holland Hall
STATUS: Regular; Full-time (38 hours)

QUALIFICATIONS:

- Minimum of Bachelor's degree required
- Two years' experience in residential life, student services, or related area preferred
- Understanding of student development theory and student learning outcomes required
- Excellent customer services skills; excellent interpersonal skills, ability to work collaboratively with resident hall team; excellent writing and communication skills; ability to relate with young adults

BRIEF DESCRIPTION OF DUTIES:

- Supervises and provides guidance for all residence hall staff as assigned
- Manages internal operations as assigned
- Plans and implement programs throughout the year
- Evaluate and assess residence hall programs
- Assists residents in their adjustment to college and group living
- Supports and enforces college policies
- Addresses policy violation at the hall level
- Plans and implements programming in conjunction with the director in assigned building
- Rotates on –call/on-duty, and day/evening shift responsibilities with the director in his designated area
- Assumes duties and responsibilities deemed necessary by the supervisor, AVP and the VP for student services

SALARY: Commensurate with education and experience.

POSTING DATE: **January 7, 2018**

CLOSING DATE: **January 25, 2018**

HOW TO APPLY: Interested persons must submit employment documents by email: application, resume and copy of diploma/copy of transcript to hroffice@oakwood.edu. Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located online at www.oakwood.edu under Human Resources. All employment documents must be attached to the email. Incomplete employment documents will not be reviewed. You will receive an automatic reply upon receipt of your email.

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