



Job Title: Director of Community Life/Assistant Dean of Students

Location: Montreat, NC

Reports To: Vice President for Student Life and Dean of Students (VPSL)

Status: Full-time, exempt, 12 month position

The Director of Community Life assists in providing leadership to the co-curricular campus life programs at Montreat with a focus on community life, the first year experience, and serving our students well (retention). This live-in position collaborates with the Residence Life team, the Housing Coordinator, and the VPSL to support the cultivation of:

- A safe learning environment where the dignity of all students is upheld and relationally cared for;
- Proactive programming that is creative, compelling, and winsome in outreach;
- Building a sticky community where students can know and be known;
- Investing in the development of student leaders; and through walking alongside supporting (grace) and challenging (truth) students in seasons of both incremental and transformational growth from a Christian worldview.

Qualifications: Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

Community Life

- Support Montreat College's Christ-centered mission, vision, and educational objectives through effective and holistic co-curricular campus programming (residence life, student activities, intramurals, orientation, student government association, commuter student care, Life@Montreat app)
- Lead, challenge, and support residence life team who serve in dual capacities including but not limited to orientation, student activities, student government association, data coordination and assessment for Student Life, commuter student care, safety net, intramurals, oversight of the Life@Montreat app, and more
- Serve in an "on-call" capacity for student needs and concerns on select weekends during the academic year, during breaks (Christmas, spring, and summer), and two weeks during the summer.
- Administer the supervision residence break housing and supervision coverage
- Lead, challenge, and support the mobilization of student leaders to help shape the campus culture through diverse out-of-the-classroom experiences that include but are not limited to enhancing and supporting educational opportunities, continuing quality Montreat traditions, growing school spirit, supporting athletic events, and identifying ways to cultivate the community value for Montreat College.
- Assess student engagement related to learning outcomes to support institutional retention and persistence efforts.
- Manage restorative approach to student conduct and administer appropriate discipline with students based on Student Handbook policies in partnership with Residence Life and VPSL.
- Support college's Title IX policy efforts as adjudicator for SAS population.

First Year Experience

- In conjunction with the Student Life, Academic Affairs, and the Thrive Center, works to design, assess, and refine the First Year Experience (FYE) program, including orientations, first-year student programming, and assists with FYE courses
- Coordinate check-in/move-in process in partnership with Admissions, Financial Services, Registrar, Business Office, and Student Life to ensure a positive experience
- Effectively oversee, coordinate, and administers orientation activities (Welcome Week 1.0 and 2.0) through team-based approach

Retention

- Proactively engage in departmental and institutional persistence efforts to meet retention goals
- Consults with individual students to encourage their academic, spiritual, and social development and success by following-up on Catalyst case referrals as liaison when necessary to connect students with appropriate resources
- Collaborates with Data Coordinator to collect, analyze, interpret, disseminate, and act upon appropriate data-guided decisions and recommendations related to student success and the student experience.
- Cooperates with Admissions, Financial Services, Registrar, Student Life, Thrive Center, and cabinet-level administrators to recommend systems and processes that enable offices and departments to communicate effectively regarding students who are in high-risk, making academic progress, or graduating as part of retention coordinator effort
- In conjunction with the Student Life, Academic Affairs, and the Thrive Center, works to design, assess, and refine the First Year Experience (FYE) program including orientations, first-year student programming, and assists with FYE courses
- Serve on departmental and institutional committees as needed.
- Perform other duties as assigned by the VPSL and Dean of Students

General Requirements

- Affirm and support the college's Statement of Faith and Community Life Covenant.
- Self-motivated with ability to work independently
- Desire to create and maintain a culture of servant leadership and excellence
- Residence Life experience and Student Activities experience preferred
- Management experience preferred
- Excellent communication skills, both written and spoken
- Organizational and managerial skills
- Commitment to demonstrating an active Christian faith through personal example and interaction
- Flexible; innovative, creative and energetic; detail-oriented
- Bachelor degree required, Master degree in related field preferred

Application Requirements/How to Apply:

Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

- 1) Completed [application](#)
- 2) Cover letter
- 3) Resume or Curriculum Vitae
- 4) Faith Statement
- 5) List of 3 references with contact information

Send materials by email to:

Mary Ann Heinen
Administrative Assistant for Student Life
Montreat College
studentlife@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Additional locations in Asheville, Charlotte, and Morganton supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.