

Bethel College Job Description

Job Title: Vice President for Student Life

Department: Student Life

Reports to: President

Job Summary: As the Administrator of the department, the Vice President for Student Life is expected to coordinate many of the services provided to students by the college. In many cases this involves collaboration with other departments. This is heavily focused on aspects of student involvement, student behavior and well-being, and student satisfaction.

Essential Functions:

- Provide overall direction, supervision, and coordination of the department and departmental staff
- Provide a wholistic student-centered approach with concern for intellectual, emotional, physical, and spiritual well-being of students
- Provide leadership so that co-curricular activities are coordinated with the academic and athletic departments and across campus for effective programming and assessment
- Hire, provide opportunities for training, and supervise all departmental staff members
- Serve on various committees in relation to student retention, operation of the college, and student involvement
- Coordination of New Student Orientation
- Give direction and supervision to all disciplinary cases
- Coordinate and serve as a resource to all services relating to student mental health issues
- Serve as the college liaison to the food service provider in coordination with Vice President for Business Affairs
- Security and Risks Management

Supervisory Responsibility:

- All Resident Directors (3)
- Campus Pastor
- Student Advisors
- Student Activities
- Student Life Intramurals Activities
- Student Life Office Coordinator
- Director of Experiential Learning and Career Services
- Host Parent Program

Education and/or Experience: Five years of Student Life experience in a primarily residential setting is required. Preference will be given to candidates who have earned a Master's degree or higher in a field applicable to Student Life administration, and who have demonstrated progressive advancement in Student Life work experience. Exceptional communication, interpersonal, organizational, and problem-solving skills are also required.

Certifications, Licenses, Registrations:

Skills Required:

- Leadership Skills
- Basic computer competence in word processing and email software
- Ability to work as a team
- Ability to collaborate and communicate with a variety of people
- Knowledge of developmental issues and markers related to college students
- Familiarity with individual and group communication dynamics
- Understanding of conflict negotiation and mediation
- Familiarity of restorative approaches to conflict and behavior

Physical Demands:

Work Environment/Environmental Condition:

All the essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation. This position description is not all-inclusive and may change at the option of the (supervisor or department head). Any major change will result in the position being reviewed for reclassification.