

**Office of Student Life**  
**Dean of Men Job Description**

Northeast Catholic College is seeking a joyful Catholic professional to serve as the Dean of Men. The Dean of Men at Northeast Catholic College is a professional, 12 month, full-time, live-on position. Responsibilities for the Dean of Men will include, but will not be limited to, the following:

- Foster the Catholic spirituality, liberal arts intellectualism and physical and social growth of the entire student body.
- Oversee the daily operations of St. Joseph's Residence Hall, including assigning rooms, distributing keys, evaluating room conditions, setting cleaning schedules, reporting necessary repairs, holding weekly residence meetings, running desk operations and address residential living concerns, as needed.
- Coordinate hall openings and closings for break periods. Shuttle students who require transportation to/from the airport/bus station prior to and after all break periods.
- Assist with selection, training, and supervision of paraprofessional Resident Assistant staff
- Meet with students to resolve roommate conflicts and community living concerns
- Participate in weekly meetings with the Student Life staff.
- Enrich the spiritual growth of students by organizing retreats, encouraging prayer, maintaining reverence for the Eucharist in the residences, and arranging for guest speakers.
- Advise student lead clubs and organizations.
- Respond to emergency situations in an efficient and effective manner to ensure the safety of students, and address community living concerns.
- Enforce campus policies, document policy violations, and conduct disciplinary hearings.
- Assist with the coordination of major campus events including, but not limited to, Freshman Welcome, Orientation, Parents Weekend and Commencement.

- Plan, schedule and implement off-campus programming, campus-wide programming and programming within St. Joseph's Hall.
- Organize and supervise campus service or work study programs

Minimum Qualifications:

- Bachelor's Degree
- At least one year of experience living in a collegiate community
- One year of experience working with college students in a leadership capacity
- Strong communication and organizational skills
- Proficiency in Microsoft Office and related programs
- Availability to work on weekends and evenings

Preferred Qualifications:

- At least one year of work experience in collegiate residential living
- Previous experience in the areas of program planning and implementation, budget management, and crisis management

**To apply**, please submit a cover letter and resume to Ms. Mazel Belt, Dean of Students:  
[mbelt@northeastcatholic.edu](mailto:mbelt@northeastcatholic.edu)