

## Magdalen College Dean of Student Life

Magdalen College of the Liberal Arts is a residential Catholic liberal arts college located in Warner, New Hampshire. Founded in 1973, the College seeks—through its vibrantly Catholic intellectual, spiritual, and student life—to call our students to the life-long pursuit of intellectual and moral virtue, following Christ who is the source of all virtue. Magdalen is a community where the dignity of the human person—reflecting the *imago Dei*—is always honored, where friendship and solidarity create an openness to others, and where *caritas* animates how we understand ourselves and guides us toward our highest ends.

Magdalen College of the Liberal Arts is seeking a Catholic professional to serve as the Dean of Student Life. This is a full-time position, which focuses on the development of the whole Catholic student in support of the College's mission. The Dean of Students reports to the President.

Responsibilities for the Dean of Student Life include, but are not limited to, the following:

- Oversee all student life on campus;
- Supervise and manage all members of the Student Life department;
- Organize programs focused on whole-student development from a Catholic perspective. This should include, but is not limited to, programs that focus on physical activity, spiritual development, and social development.
- Coordinate regular trips and off-campus events as part of the Arts of the Beautiful program;
- Participate in the Leadership Team and the administrative planning of the College;
- Coordinate all student-related programs at the College, including residential life, student activities and clubs, and campus service;
- Evaluate and revise the Student Handbook on an annual basis or as needed throughout the academic year, and enforce the policies and behavior specified therein;
- Collaborate with the President, Dean of Academics, Director of Admissions, the Chaplain, the Chef, and other positions to ensure a successful student experience;
- Responsible for planning and executing Freshman Welcome and Orientation;
- Regularly attend and assist with activities and events such as Welcome Weekend, Reunions, Parents Weekend, Graduation, and the Collegiate Summer Program;
- Schedule and enforce campus service hours and work with the Facilities Manager to organize campus service assignments;
- Select, oversee, train, and work with residence advisors to develop community in the residences, conduct peer counseling, perform administrative duties, and help enforce relevant policy;
- Respond to student illness, injuries, and emergency situations as needed, including contacting parents and accompanying students to the hospital;
- Work with Student Life team to ensure a safe, clean, and healthy community environment within the residence halls;
- Communicate with student body on a regular basis and leads residence hall meetings when necessary;
- Organize and lead an annual mission trip as well as the trip to the March for Life in Washington, DC;

- Approve overnight visitors to campus and coordinate the opening and closing of residence halls for breaks;
- Meet with students to resolve major conflicts and community living concerns;
- Set policies for student organizations/clubs and advise them as needed;
- Assign roommates and correspond with students and families regarding housing questions and concerns;
- Perform other duties as assigned by the President.

Qualifications:

- Commitment to the character and personal formation of young people, especially integrating the Catholic Faith into a person's individual life choices;
- Full adherence and support for the Magisterium of the Catholic Church, specifically matters related to faith, morals, and human sexuality;
- A bachelor's degree;
- At least three years of experience working in student affairs, student life, student development, or a related field; experience working at a Catholic liberal arts college preferred;
- Knowledge of mental health conditions and ability to engage in emergency situations;
- Ability to communicate well and build positive relationships with students, parents, and college employees;
- Must promote the stated mission of Magdalen College in areas of professional and personal conduct, both on and off campus, and understand how the development and sustaining of a Christian community at the College is an essential component of this mission.

**Application materials should be addressed to the President, Dr. Ryan Messmore, and submitted electronically to [corlowski@magdalen.edu](mailto:corlowski@magdalen.edu) by 4 pm on April 4, 2022. Please include "Dean of Student Life – Magdalen" in the subject line.**