ASSISTANT DEAN OF STUDENTS – STUDENT LIFE

Appointment Type:  Continuing full-time

Classification & Hiring Range:  Administrative: 11N: $69,554 – 94,103 (subject to July 1, 2018 adjustment)

Reports to:  The Dean of Students

Position Summary: Under the general direction of the Dean of Students, the Assistant Dean of Students - Student Life (ADSL), is responsible for the planning and implementation of a wide range of programs designed to promote the active engagement of Trinity College students. The ADSL, promotes community development, academic success and personal growth of students through program implementation, working with and advising student government and organizations, and informal interactions with students. The ADSL, coordinates all communication to students, which originates from the Office of the Dean of Students.

Key Responsibilities:

• Works closely with student leadership, Academic Dons, members of the Registrar’s Office, the Associate Director, Community Wellness and Assistant Dean of Students – Residence, to help create, implement and deliver transition and general support programming for students;
• Acts in an advisory capacity and works to support the events, programs and activities of the Trinity student government (TCM) by assisting with problem solving, program planning, risk management, budget planning and ensuring financial accountability;
• Advises the student-elected Orientation Week Committee to help assist in the planning and implementation of September Orientation Week programming for new students, including the integration of academic and student-life transitional programming;
• Creates and develops programs and training for members of student government and students in leadership positions, including but not limited to: Student Head training, Orientation Leader training etc.;
• Responsible for the overall coordination, accounting, budgeting and reporting of the Trinity College mentorship program and related activities, consistent with the College’s strategic objectives, in consultation with the Dean of Students and Registrar;
• Works closely with the Associate Registrar to coordinate the Trinity College Tour Program;
• Acts as the communications co-ordinator for the Office of the Dean of Students. Reviews proposed communications from the Office of the Dean of Students for timeliness, accuracy, and relevance, determines an appropriate audience for each message, and works closely with the Assistant Registrar and Director of Communications and Public Affairs to disseminate these as appropriate;
• Responsible for advising students regarding personal difficulties and for making the appropriate referral to the Dean of Students, other College support services, and/or to medical, counselling or other professional services;
• Participates in a 24-hour, emergency on-call rotation with the Assistant Dean of Students – Residence and the Manager of Residence Operations.

Education: A Bachelor’s degree or an equivalent combination of education and experience.

Experience: A minimum of 3 years providing support and advising individual students in a University setting is essential. Previous experience working with and advising student groups and organizations and experience with student focused program/event creation, preparation and promotion are required. Expertise with website development and maintenance (technical and content) is strongly preferred. Familiarity with the administration of leadership programs is an asset.

Other: It will be crucial for the successful candidate to have sound judgment and reliability, along with a non-judgmental attitude. The successful candidate will also be comfortable working in an unpredictable and often stressful environment, and will have the ability to work both independently and as part of a team. The ability to manage a complex set of competing priorities, while exercising common sense, tact, discretion and diplomacy are essential. A strong commitment to improving and enhancing the student experience, demonstrated knowledge of customer service and information communication standards of practice in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), thorough knowledge of the Freedom of Information and Protection of Privacy Act (FIPPA) and management of confidential student information is of utmost importance.

Please apply online: https://secure.trinity.utoronto.ca/Resume/?Stream=Assistant+Dean+of+Students-Student+Life

Job Posting: Friday June 22, 2018

Applications will be accepted to: Monday July 2, 2018 at 4:00 pm

We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.