

# **Sterling College**

Working Hands.Working Minds.

## **POSITION DESCRIPTION**

### **Assistant to the Dean of Community**

#### **POSITION SUMMARY:**

The Assistant to the Dean of Community reports to and works collaboratively with the Dean of Community to support the deeper integration of community life and the Federal Work Program and Work Study Program (the Work Program) in which the College participates. The Assistant to the Dean assists with the management and coordination of a variety of administrative functions. A commitment to social justice, and environmental stewardship, as well as an open mind and willingness to learn, is essential. This 12-month, full-time position requires the Assistant to the Dean of Community to live on campus in College-provided housing.

#### **ESSENTIAL FUNCTIONS:**

- Establish procedures and protocols for daily operations and activities within the Office; oversee and execute a variety of operational areas as they relate to the Dean of Community responsibilities.
- Perform and oversee functions related to but not limited to residential life, health, and wellness, and the Work Program.
- Develop write, design, draft, edit, etc. various written documents related to assigned functions such as policy and procedure manuals, a variety of surveys and assessment forms.
- Carry out a variety of tasks related to committee work, including taking minutes at various meetings.
- Respond to a wide range of requests by students, parents, faculty, staff, administers and external sources.
- Assist the Dean of Community with the operating budget; monitor expenditures and process budget documents.
- Provide administrative support for Community Review, Work Review, and appeals process, prepare written communications and maintain appropriate records.
- Supports the coordination of residential, work, and community initiatives.
- Supports the Dean of Community in campus emergencies; participates in an on-call rotation.
- Serve as the liaison with administration, faculty, staff, students and coordinate Student Handbook input, preparation, and updating.
- Safeguards the confidentiality of students and student records.

Valid driver's license required.

#### **QUALIFICATIONS:**

- Bachelor's degree required.
- Three to five years progressively responsible administrative experience.

- Demonstrated personal and/or professional commitment to the Sterling College educational mission and vision of environmental stewardship.
- Demonstrated personal and/or professional commitment to social justice.
- Experience working to address systemic inequalities
- Ability to interact effectively and communicate clearly, orally and in writing.
- Excellent interpersonal, communication, decision-making, critical thinking, and organizational skills.
- Excellent planning, organizational, interpersonal, and problem-solving skills.
- Skills in development assessment and surveys.
- Ability to multitask and work effectively under deadlines.
- Computer knowledge and experience with Microsoft Word and Excel, student information systems, online form builders, Google Calendar, and other Google applications.
- Ability to anticipate and respond to changing needs and priorities with respect to changing technologies and changing student needs.
- Experience in helping to create and maintain healthy and vibrant communities.
- A desire to work in a rural community and be an exemplary representative of the College.

#### **ABOUT STERLING COLLEGE:**

Founded in 1958, Sterling College is the leading voice in higher education for environmental stewardship and rural place-based education. The College was among the first liberal arts colleges in the United States to focus on sustainability through academic majors in Ecology, Environmental Humanities, Sustainable Agriculture & Food Systems, and Outdoor Education. Enrolling 120 undergraduate and 200 continuing education students, Sterling is home to the School of the New American Farmstead, the Wendell Berry Farming Program, is accredited by the New England Commission of Higher Education, and is one of only nine federally recognized Work Colleges in the nation. The Federal Work-Study program provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

#### **APPLICATION INSTRUCTIONS:**

The position will remain open until filled, and candidates should send the following materials electronically: cover letter, resume, unofficial transcripts and contact information for three references. References will not be contacted without candidate permission.

Application letters should be addressed to: Yvette T. McDonnell, Dean of Community at [ymcdonnell@sterlingcollege.edu](mailto:ymcdonnell@sterlingcollege.edu)

*Sterling College is an equal opportunity employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. Sterling College prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, gender identity or expression, or veteran status.*