



## **Ouachita Hills Ministries, Inc.**

*A Seventh-day Adventist Supporting Institution*

<b>Job Title</b>	<b>Ladies' Dean</b>
<b>Department</b>	Student Services
<b>Position Status</b>	Part Time
<b>Available</b>	Upon selection of qualified candidate
<b>Job Summary</b>	<p>The Dean directs and coordinates the ladies' resident hall life of Ouachita Hills College personally or through the residence assistant.</p> <p>Creates a comfortable, supportive, spiritual environment for female resident students that is conducive to learning, spiritual and personal growth. Must successfully communicate with students and their families, staff and administration while being a positive Christian role model that effectively represents the college.</p> <p>Will perform other school operational duties as announced in the school monthly calendar.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Leads in the development of a spiritual environment that encourages each student to have a personal relationship with God</li><li>• Develops personal relationships with students that facilitates student development and growth and encourages a sense of community</li><li>• Leads nightly worship at the dorm and plans events that contribute to spiritual and emotional growth of the students</li><li>• Enforces appropriate curfews and residence hall policies to ensure a safe and comfortable environment</li><li>• Ensures that disciplinary actions are implemented as directed</li><li>• Educates and communicates residence hall policies, maintains sign out logs and record of campus leaves, and keeps attendance to worships and assembly talks. Informs students of consequences if policies and procedures are not followed. Communicate to the administrators when policies are not followed</li></ul>

<p><b>Desirable Qualifications</b></p> <p><b>Posted</b></p> <p><b>Application Procedure</b></p>	<ul style="list-style-type: none"> <li>• Trains and supervises female residence assistants</li> <li>• Supervises the cleanliness of the dorms. This includes individual rooms and common areas. Supervises the students that performs janitorial work to ensure work is done to the quality level expected</li> <li>• Coordinates with Maintenance Services to maintain the dorms in excellent condition. This includes ensuring rooms are in good repair, and that general physical maintenance occurs in common areas as well as equipment like phones and computers are functioning properly</li> <li>• Oversees dorm safety including fire alarms, fire and emergency drills, and other safety issues</li> <li>• Counsels or advises individuals on matters pertaining to personal and spiritual problems</li> <li>• Designates room assignments and mediates room/roommate changes</li> <li>• Directs and assists in planning social, recreational and curricular programs for ladies on campus</li> </ul> <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent experience preferred.</li> <li>• Candidate must be member of in good and regular standing with the Seventh-day Adventist church</li> <li>• Committed to the values, principles, and expectations of the SDA church.</li> <li>• Effective time management skills</li> <li>• Detail oriented, ability to show initiative and take responsibility</li> <li>• Enhanced verbal and interpersonal communications skills</li> <li>• Effective problem solving skills</li> <li>• Ability to work independently and in a team oriented environment</li> <li>• Possess cultural awareness and sensitivity</li> <li>• Outgoing, personable, responsible, self-motivated, and confident</li> </ul> <p>February 16, 2016</p> <p>Interested individuals must submit an official application to:  Magda Rodriguez, President  Ouachita Hills College  46 Madison Way  Amity, AR, 71921  Telephone: 870.342-6210 x223  Email: <a href="mailto:info@ohc.org">info@ohc.org</a></p> <p>You may also apply using our online application.</p>
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