

**DEANS' ASSISTANT
JOB DESCRIPTION AND APPLICATION
Andrews University
Lamson Hall**

If you are interested in applying for the position of Deans' Assistant, you will need to:

- Carefully read the following partial job description.
- Fill out in detail the attached application and submit blue section only.
- Ensure that you have submitted your application no later than the deadline of **12 pm on Friday, March 13, 2009.**
- Send out recommendation forms. Ensure that they have been received by the Lamson Hall office no later than **Wednesday, March 25, 2009.**
- See Natalie Johnson to make an appointment for your interview.
- Meet your interview appointment at Lamson's Living Learning Center.
- Attend the applicant activity on **Tuesday, March 24, 2009 from 9 pm – 10:30 pm** in the Lamson Aerobics Room.

We suggest you keep this section to remind you of the various crucial appointments you will need to keep.

BACKGROUND

The Andrews University Deans' Assistant program has two important goals: one is assisting in the maximum development of desirable characteristics in each resident, and the second is fostering and maintaining a climate which enables the residents to benefit most from their college experience. The Resident Advisor is primarily concerned with the residents' success in pursuing academic, spiritual, social, and physical excellence.

To gain some degree of success in reaching these goals, the Residence Hall must be conceived of as more than a well-organized, efficiently-run hotel; it must provide more than bed and shelter. It must not be an escape from the intellectual life of the campus, but an integral part of the mainstream of the campus. Towards that end, Lamson Hall constantly introduces programs geared to foster varied areas of growth, such as Professors in Residence, in-house tutoring, Lifestyle seminars, etc. The RA/DA team plays an integral role in these programs.

ROLES

The DA serves one of the most comprehensive roles in the entire Student Life division. No student situation escapes her involvement. It is beyond question one of the most difficult student positions to hold and to perform well. The DA's role is defined and directed by the Dean, and the DA is at her 24-hour disposal. To hold so many responsibilities and to be accountable for so many people during the time when she is shaping her own education and is herself under academic pressure, is perhaps one of the greatest challenges a student can face.

No matter what responsibilities she is specifically assigned as a DA, there are basic roles that she will assume. Perhaps the most influential is that of role model. Remember, the very fact that she was chosen for this position says to every student that she possesses certain characteristics that the University respects and considers important. To new college students, she is especially looked to as a model.

A DA models behavior that others will come to assume as appropriate behavior for students at Andrews University. If she models good study skills, there is an increased chance that new students in her living unit will also begin to emulate this pattern of study. If she conducts herself in accordance with Christian principles and A.U. standards for student behavior, there is an increased chance that her residents will also emulate this pattern of living. While *on or off campus*, the DA is expected to conduct herself as a highly respected employee of the University, and as a faithful witness to the Lord. She must pledge to always handle her responsibility carefully and with the honor it deserves.

The DA must be keenly sensitive to the needs of individuals and be willing to give of her time and self to recognize these needs when they arise and to meet them with the appropriate help. She can expect to encounter stress and disappointment, but she may also expect to experience remarkable personal growth as she acquires a large variety of skills in interpersonal relationships, self knowledge, programming and administration.

RESPONSIBILITIES

The Deans' Assistant's functions are broad, varied, demanding, and time consuming. Although no all-inclusive list of duties can be developed, by the time the DA arrives in the fall, she will have received a detailed Job Description. A general outline of major responsibilities is as follows:

1. Orientation and Training

The first function of a newly chosen DA will be to attend a 2-week Training & Orientation program held in the fall 2 weeks before school begins. Note that DAs arrive the Friday before the retreat to prepare for their retreat presentations. A major portion of this time will be spent in specific RA/DA orientation and training with the other women RAs, and another portion in joint training with the men's RAs. There will be no additional room rent charges during this time of orientation, and a major portion of the meals will be provided.

2. Advising Students

The DA must accept each resident as a unique individual. Her relationship with students should be such that they will not hesitate to ask her for advice or counsel.

3. Programming

The DAs plan (among other things): one worship each week, a residence hall wide Community Service project in the Fall (with the assistance of the RAs), wing parties, special features at Tuesday's Team meetings, song service and special music for evening worships, assistance with Womanhood Week programs, and other special residence hall programming. Constructive suggestions pertaining to residence hall programs, projects, worship speakers, and other activities are welcomed and expected.

4. Reports

The DAs check weekly to see that the RA/DA team appointments and responsibilities are being faithfully met, including bulletin boards, prayer times, desk shifts, weekly reports turned in, etc. They document these appointments, adding them to a cumulative report submitted weekly to Dean Burrill. The DAs are also to tour their areas routinely, checking for housekeeping and maintenance items that may need to be reported.

5. Room Inventories & Name Tags

On the graduate hallways, the DA is responsible for supplying a name tag for each door (and for replacing them when necessary), filling out Room Inventory sheets and checking residents in and out during the pre-week and post-weeks of school. This process also takes place during the semester and at the end of Fall and Spring Semesters as students change rooms or leave the Residence Hall. Some of these duties will begin at the END OF THIS YEAR as newly selected DAs assist in the checkout process.

6. Worship Programming

Besides arranging special music and song service for evening worships, each DA coordinates or presents an average of one worship bi-weekly. She is also part of other rotating programming, such as Lifestyles of the Christian Woman. She will also carry the card reader for her worships, see that song service begins promptly on time, and endeavor to appropriately deal with behavioral situations arising during the services.

7. Bulletin Boards, Newsletters

The DA is expected to make creative bulletin boards for her wing every 3 weeks and make sure announcements are posted and updated. On a monthly basis, a wing newsletter is prepared by the DA team for distribution to all residents of their graduate halls.

8. Meetings

The DA is expected to attend Prayer Times the nights she is on duty, Sunday through Thursday, from 10:45-11:00 pm, and weekly team meetings scheduled each Tuesday from 9:30-11:00 (once a month beginning at 9:00), during which time the deans and RA/DAs evaluate the past week's activities, make plans for the week ahead, and participate in in-service seminars. The DAs should also meet once a week with the Head DA and their Dean supervisor to discuss issues specific to the DAs and their program. The DA meeting time is determined by the DA team and supervisor each semester as their schedules allow.

9. Wellness Room Check

The DA takes room check on her assigned graduate halls. This is a wonderful opportunity to visit and encourage her residents. She carefully notes missing residents, takes the opportunity to chat with those who are in, and will find ways to get to know those who seem to be always out or asleep when she visits.

10. Desk Receptionist

Although the DA is not required to work at desk as part of her weekly hours (except during the summer), she may choose to do so if her schedule permits. She is expected to attend each Desk Receptionist meeting called during the year. The DA is expected to provide assistance to the Desk Receptionist as needed, and may be called upon to assist her with such tasks as “exiting” men from the lobby at closing times, addressing inappropriate displays of affection in the lobbies, holding receptionists accountable to expectations, etc.

11. Public Relations

The DA represents the University at all times, in both a direct and indirect manner, promoting a fuller understanding of the University and its objectives. She is an extension of the Office of the Dean in administering and interpreting the Student Life curriculum, agenda, and campus policies.

12. Control and Administration

The DA is expected to maintain a living environment conducive to spiritual development and academic success, as well as other goals of a college experience. She is responsible for the University's physical property and decorum, and is expected to interpret and enforce University rules, regulations, and policies such as noise disturbances, men in the Residence Hall, the sanctity of the Sabbath, etc.

The DA is expected to carry out all University and residence hall policies. Already challenging, this would be extremely difficult if the DA did not fully agree with a policy. Should an applicant find herself in disagreement with a policy to the degree that she cannot consistently and in good grace carry it out, then in all honesty she has a duty to decline appointment or to resign her post, as the case may be.

13. Providing Coverage

DAs provide coverage when a meeting, appointment, or crisis require a Dean's absence. The DA also may be called to assist in emergency situations regarding a resident's mental or physical health.

14. Assistance to the Deans

The DA assists the Deans in contacting residents regarding worship attendance and evening accountability and other tasks as determined by the Dean.

QUALIFICATIONS

1. Academic

The DA must be a currently registered full-time student. The position of DA demands that the applicant meet the requirements of her academic program while fulfilling the responsibilities of her position. As it is never intended that a DA's grades will be sacrificed to her job, an above-average grade point record is a prime indicator of the applicant's ability to perform both functions well. For this reason, **A MINIMUM GRADE POINT AVERAGE OF 2.5 IS REQUIRED PRIOR TO APPLICATION AND MUST BE MAINTAINED FOLLOWING ACCEPTANCE.** Preference in hiring will be given to those who carry no more than a full load of credits and will avoid evening labs. There are no restrictions as to academic field.

2. Personal Qualities

Since the position calls for guiding others, leadership qualities are essential. Some important qualities we are looking for are as follows:

- High moral and Christian values
- Appearance and behavior in accord with conservative Christian lifestyle
- Good personal adjustment to life
- Integrity and loyalty
- Ability to see the humorous or positive side of things
- Good physical and mental health, and ability to stay up late without compromising health or academic success
- Flexibility and openness to change
- Organizational skills, including time management (prompt and dependable)
- Respect of her peers
- Loyalty to AU and Lamson Hall policies & expectations
- Ability to keep confidences
- Promptness and dependability
- A “self starter” – DAs work with little direct supervision
- Empathic understanding and respect for peoples of all ethnic, racial, etc. backgrounds

4. Personal Values

The person applying to be a DA should be comfortable living “on the conservative side.” While a DA, she's expected, both on and off campus, to uphold AU and SDA standards by being sexually abstinent, honoring the hours of the Sabbath, not using offensive language, not going to “clubs,” etc. We remind

applicants that this is also the behavior expected of all AU students: as acknowledged peer leaders, their role simply makes their lifestyle choices more readily observable, which affects their ability to run their hall programs effectively, and reflects on the entire residence hall program.

5. **Housing**

The DA must be willing to live in the residence hall. Occasional exceptions may be considered, but such requests should be presented at the time of the interview, and before the selection process, knowing that exceptions are **extremely rare**. The apartments are furnished as any other student room with study area, beds, dressers, etc., plus a small kitchen and bath. You are welcome to bring your own additional furnishings. As with any other Lamson resident, men are not allowed in your room/apartment.

TIME COMMITMENT

Because of the breadth of responsibilities, it is difficult to set a strict time requirement for the DA job, as she serves at the 24-hour discretion of the Dean: in dealings with people, something always seems to come up that was completely unforeseen. However, in general, the time demands are as follows:

1. **Early Arrival and Late Departures**

The DA should plan to assume her full responsibilities by arriving on campus (even if their family home is local) approximately 2 ½ weeks prior to the beginning of Fall Semester. During that time, the DA team should consider themselves “at the disposal” of the Deans, and make no outside plans without first checking with the Dean. The DA should plan to continue her responsibilities until Monday, 8:00 a.m. of the day following spring graduation.

2. **Weekly Hours**

It is estimated that the DA will invest between 15-17 hours weekly. The DAs usually work one week night, from 5:30pm – 11:30 pm, and rotate weekends, with slightly different hours. Any substitutions of time or changes of schedules with other DAs need to be cleared with the Dean, and left, in writing, with the dean on duty that evening/ weekend.

3. **Weekend Hours**

The DA is expected to remain on campus at least every third weekend to be “*on duty*.”

4. **Vacations**

During the course of the year, the DA is required to work a minimum of 4-5 days of vacation as part of her regular hours. She may volunteer or be asked to work more than the required minimum.

5. **Class Schedules**

The DA must, to the best of her ability, arrange her classes and personal schedule to allow flexibility in DA work hours, since between the DAs, every week-night shift must be covered.

COMPENSATION

1. Each 1st-year DA will receive approximately \$8.15 per hour.
2. All DAs will clock in for all hours they work, including weekly meetings.
3. Single housing at no additional cost and, as space allows, DAs are housed in apartments or mini-apartments in Lamson Hall. This benefit is currently a value of approximately \$2,536 per year.

Application Received:
Date:_____ Time:_____

**Applications will be accepted
until 12 pm, Friday, March 13.**

Interview Appointment
Date:_____ Time:_____

**Lamson Hall
Deans' Assistant Application
2009-2010**

(Must be at least 22 years of age, have completed a 4-year undergraduate degree, or be in Graduate school to apply)

Name _____ ID# _____ Age _____ Birthdate _____

Lamson Room # _____ Phone # _____ Cell number _____ Email _____

Major _____ Class standing (next fall): FR SO JR SR GRAD

Cumulative GPA _____ **(if under 2.5 you are ineligible to apply)** Fall semester GPA _____

Credit hours you plan to take per semester next year _____

Number of years living in residence halls: academy _____ college _____

Semesters you plan to live in Lamson: This summer Next fall Next spring Next summer

Are you interested in working in Lamson this summer? _____ Dates you'll be here this summer: _____

Religious preference: _____ Year of baptism: _____

Cultural/ethnic background: _____

Place of birth: _____ Current "home town": _____

Father's occupation: _____ Father's religious preference: _____

Mother's occupation: _____ Mother's religious preference: _____

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1. What other organizations or positions of responsibility do you plan to participate in next year?

 2. What relevant previous work experience or leadership positions have you had?

 3. List the departments on campus where you have been employed:

 4. What are your hobbies and special interests:

 5. Before you submit this application, spend at least ½ hour each with 2 present-year DAs, asking questions and learning as much as possible. List the DAs with whom you've had these talks:
a) _____ b) _____
 6. Describe a) what you perceive the DA job to be, b) why you aspire to be a DA, and c) what you anticipate to be the major challenges of being a DA:

7. We want to know how comfortable you'd be actively supporting *the University's stance* in each of the following areas. You need to think carefully about what it would be like to defend and support these concerns to other students. For each one, *evaluate your level of comfort/ability to support University expectations* in that area, on a scale of 1-5 with **1 meaning you feel low support** for University expectations in that area and **5 meaning you feel high support** for University expectations in that area. For example, if you have strong objections to a required worship attendance system, you'd rate your support of that area as low.

How supportive are you of each area?

	Low-Average-High				
	1	2	3	4	5
• Required worship/chapel attendance	1	2	3	4	5
• Evening Accountability (ovs, lates, curfews, roomchecks, etc.)	1	2	3	4	5
• Community consideration and noise violation follow-through	1	2	3	4	5
• Expectation that students not participate in pre/extra-marital sexual activity	1	2	3	4	5
• Residence hall security and exit doors locked after certain hours	1	2	3	4	5
• Consequences when students found in living space of opposite sex	1	2	3	4	5
• Expectations of modesty in dress, including (but not limited to) jewelry	1	2	3	4	5
• Observation of Sabbath hours	1	2	3	4	5
• Support of SDA church in general	1	2	3	4	5

8. Since DAs need to actively support University expectations in *all* the above areas, how will you personally deal with those in which you rated your comfort/support as low?

9. What changes in Lamson Hall guidelines and/or programs do you recommend? Also describe what *you* would do to enhance residence hall programming should you be hired as a DA (i.e. wing worships, hall parties, educational seminars, interpersonal relationships, etc.)

10. Because we are committed to our students' mental, physical, and spiritual well being, and not just to their academic success, student staff sometimes needs to share violations of Andrews' guidelines with a Dean, as the training program will outline in more detail. At your interview, be ready to discuss how prepared you are to do this, and speculate as to what point you think those actions should be shared.

11. At your interview, be prepared to share both the most positive and the most challenging experience you've personally encountered at Andrews University.

12. **After doing all research necessary** in order to answer both questions completely (start with Lamson and AU handbooks), respond in writing to, and be prepared to discuss, **either a or b**:

- a) What do you understand to be the University's response to student *alcohol and/or drug use* when information is 1) **discovered** by a staff member and 2) **volunteered** by the student?
- b) What do you understand to be the University's response to student *suicidal gestures*? Share your comfort level/plan to implement it as the policy outlines.

12. The DA job description outlines lifestyle expectations for student leaders. Describe the power of influence as it pertains to Christian leadership. Think seriously about how you are willing to limit your freedom in order to not offend or be a confusing model to those you are serving. Share those thoughts here, giving examples of specific areas.

13. List two suggestions for next year's Lamson Hall theme song (provide title and artist, if known):

a) _____ b) _____

14. We each have different God-given strengths. Evaluate *your* ability in the following leadership areas, using a scale of 1-5, with 5 being superior.

	1)not qualified in this area	2)below average	3)average	4)above average	5)superior
• Providing spiritual leadership	1	2	3	4	5
• Achieving scholastic goals	1	2	3	4	5
• Possessing counseling skills	1	2	3	4	5
• Being involved in residence and campus life and encouraging others to be too	1	2	3	4	5
• Modeling an SDA Christian lifestyle	1	2	3	4	5
• Maintaining good physical health	1	2	3	4	5
• Managing the details of a task	1	2	3	4	5
• Conducting hall worship talks and programming	1	2	3	4	5
• Commanding floor order and discipline	1	2	3	4	5
• Composure under pressure	1	2	3	4	5
• Being dependable and prompt in meeting appointments	1	2	3	4	5
• Being loyal to AU policies and administration	1	2	3	4	5
• Having a personal spiritual commitment	1	2	3	4	5
• Ability to handle late night work hours	1	2	3	4	5
• Ability to relate to persons of other cultural and ethnic backgrounds	1	2	3	4	5

15. At your interview, be prepared to describe your own personal, spiritual journey.

16. Do any necessary research with a current student staff member or Dean before answering the following:

a) Are you willing to be a Reconciling RA (RRA)? _____

b) Are you willing to be an Assistant RA (ARA)? _____

c) Are you willing to be a Hall RA? _____

17. Rank order your interest in the various positions, with 1 being most desirable:

1)_____ 2)_____ 3)_____ 4)_____

18. Describe your computer skills.

18. Using the attached forms, have 2 non-student recommendations completed by teacher, pastor, employer, or past Dean, mailed to the Dean of Women's office by March 25. These are essential to your application process, and it is your responsibility to see that these arrive on time, so you may want to check with Natalie Johnson to see that all are in. List names to whom you have sent recommendation forms:

a)_____ b)_____

19. Should you be chosen as an DA, you wear team t-shirt size _____ and sweatshirt size _____ .

Important Appointments to Meet:

(if you forget these appointments, we will wonder if you can handle the many responsibilities of the job which an RA must faithfully keep, so meeting them is important to you getting hired.)

- Should you be chosen as a DA, make plans now to return early for the fall staff training/retreat, which we expect to be held **August 14-30, 2009**.
- Applications will be accepted at Natalie Johnson's office only until **12 pm on Friday, March 13**.
- See Natalie Johnson to make an interview appointment immediately. Failure to keep an interview appointment will be interpreted as your desire to terminate the application process. It's wise to call the day of your interview to confirm.
- All applicants must attend the applicant activity on **Tuesday, March 24, from 9 – 10:30 pm** in the Lamson Aerobics Room.
- We hope to inform you of the final decision by letter on **Friday, April 3, 2009**.

Commitment Statement:

I signify by my signature that I thoroughly understand the job description requirements & qualification requirements described in this application, and should I be accepted in the position for 2009-2010, I hereby make a full commitment to the mission and lifestyle expectations of an Andrews University student and leader (as outlined in the Student & Residence Hall Handbooks). Should I fail to live up to the terms of this commitment, I understand that my leadership position will be removed.

Date

Signature

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