

## **House Dean Position Description**

The College Houses are residential communities for Penn undergraduates that -

- connect the academic life of the University with the residential experience;
- develop smaller, intimate communities that students call home and from which they can more comfortably navigate the complexities of a large university;
- provide academic and personal support to residents;
- promote social interaction, engagement, accountability and leadership within a setting that honors the diverse needs and backgrounds of the population.

### **Position Summary**

A member of the College Houses & Academic Services staff the House Dean is the senior full-time administrative position within a College House and as a result is responsible for the daily programmatic operations of a House. The House Dean, along with the House Faculty Director and House Fellows form the senior leadership of each House. The House Dean selects, trains, evaluates and supervises a full-time administrative assistant, the paraprofessional student staff composed of undergraduate and graduate students and paid student staff. The House Dean is responsible for development, implementation and evaluation of a diverse and cohesive array of programs designed to create community within the house, to provide academic support and enrichment opportunities and to meet the developmental needs of the residents. The House Dean collaborates with and provides support to the House Faculty Director and House Fellows to provide academic, intellectual, social, and community engagement opportunities for all residents within the house. The House Dean serves as a pre-major advisor in the College of Arts and Sciences to students assigned by that office; collaborates with each of the four undergraduate schools in support of their educational objectives and priorities; provides academic support and personal counseling to College House residents. The House Dean coordinates communications and events for the House; manages House finances; and implements numerous procedures and policies from across the university. The House Dean role varies slightly across the twelve houses due to building type and population; however, the Dean is expected to support all College Houses & Academic Services goals for building and maintaining living environments that are supportive, engaging and assist student success.

### **Responsibilities/Duties**

Work in collaboration with the House Faculty Director and Fellows to design, implement and evaluate academic and cultural programs that support the collective vision for the House as a scholarly community; including specific House residential programs. Develop, manage and evaluate other co-curricular, educational, cultural, and social programming in collaboration with academic departments and other offices that fosters engagement with the House and assists students with their own personal growth and development. House Deans are expected to be intimately involved in these programs so

as to establish a level of visibility and familiarity conducive to the building of close-knit community with its own recognizable traditions and identity.

Select, train, supervise and evaluate the administrative assistant, paraprofessional student staff and paid student staff. Training includes both house specific areas and College House & Academic Services procedures and policies. House Deans are expected to provide clear expectations and direction to this set of staff and to develop and implement operational procedures for management of the house office.

Serve as primary pre-major advisor to approximately forty students in the College of Arts and Sciences, in accordance with policies and guidelines set forth by the Dean of Freshmen and Director Academic Advising in the College. Provide in-residence academic programming to House residents from all 4 undergraduate schools; maintain working familiarity with the Wharton, Nursing, and Engineering programs; provide referrals in light of each school's respective educational objectives and policies. In collaboration with the schools design, implement and evaluate informational and academic programs for the house.

Provide residents with counsel and guidance on general matters of personal well being, provide referrals and alert Schools of critical student situations as needed. Intervene in student crises (psychological, physical, legal, etc.) and attend case conferences as needed, working closely with the Student Intervention Services Office and other campus partners to resolve crises.

Understand and enforce Penn's Code of Student Conduct and other policies and administer such policies along with general departmental policies regarding behavior, safety, security, health, and other matters in cooperation with the appropriate offices. Develop and implement House-specific behavioral policies and community standards as may be necessary along with internal adjudication processes for conflict or behavioral resolution in accordance with University and College Houses & Academic Services standards.

Coordinate communications within the House, including CHAS- and campus-wide messages, particularly those communications relating to emergency preparedness and safety awareness, but also those regarding general policy matters and new University initiatives or programs. Be prepared to take a lead communication role in emergency situations, particular when on duty (as Residential Duty Officer). Provide semester reports of House activities as well as other necessary information upon request; facilitate the flow of information to and from the House residents with CHAS and the larger campus community; participate in efforts to promote the college house system as well as to solicit resident evaluation and assessment through surveys, focus groups, and other feedback mechanisms.

Plan annual budget in consultation with the House Faculty Director; manage all the House finances in accordance with University policy/best practices. Working in accordance with general guidelines and specific requests of CHAS, attend regular budget

meetings; reconcile purchases in a timely fashion; oversee student/administrative staff use of procurement processes; work with residential senior staff to determine their financial needs vis-à-vis programming.

Work with CHAS Computing area to coordinate services provided by the student ITA employees, AV support, on-going web development and assessment technology.

Work with Residential Services to implement room assignments processes; set guidelines for the management of roommate conflicts during the course of the year, personally intervening in such conflicts when necessary and coordinating with Residential Services if room changes are necessary. Assist with move-in and move-out. Work with Residential Services to review maintenance and housekeeping concerns in the House.

Serve on numerous CHAS working groups and committees as requested. Participate in on going training as required.

Serve as the Residential Duty Officer on a rotating basis.

Perform additional duties as assigned.

### **Qualifications:**

A Master's Degree is required with a minimum of 3 to 5 years work experience as a full time professional. Experience working with undergraduates and faculty in a residential setting, financial management, teaching or advising, supervision and community building is required. The successful candidate will also possess strong administrative and communication skills, demonstrated ability to work in an environment that values innovation and support of students, experience working with residential academic programs or living/learning communities and experience with learning outcome development, implementation and assessment.

Evening and weekend hours are required. This is a live in position provided with an unfurnished, two-bedroom apartment, partial meal-plan, parking for one vehicle and full benefit package including a tuition benefit.

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