

# Job Description

## Kingswood University

**Position Title:** Director of Student Life  
**Classification:** 30 hours/week  
**Responsible To:** Executive Vice President  
**Purpose:** To support the mission of Kingswood University by leading, coordinating, and enhancing all aspects of student life.  
**Goal:** To provide strategic leadership to create a supportive and engaging environment that promotes the spiritual, emotional, and social development of students.

### Responsibilities:

1. Student Life Leadership & Vision
  - Provide leadership, vision, and strategic direction for student engagement initiatives, ensuring alignment with the university's mission, vision, and values.
  - Oversee the development and implementation of student-centered programs for on-campus and online students, including spiritual formation, social activities, leadership development, and student organizations.
  - Work closely with university administration, faculty, and staff to promote a Christian ethos across campus life.
2. Student Development & Engagement
  - Develop and execute programs that foster spiritual growth, personal development, and community involvement.
  - Provide guidance and mentorship to student leaders and organizations, helping them create meaningful and purposeful activities.
  - Collaborate with enrolment, residence life, and academic departments to create opportunities for student engagement both inside and outside the classroom.
  - Organize and support regular campus events such as retreats, worship nights, service projects, and cultural events.
3. Resident Life Oversight
  - Oversee campus housing and residence life programs, ensuring a safe, supportive, and spiritually enriching living environment.
  - Collaborate with the Residence Life team to provide programming that encourages community-building, conflict resolution, and personal growth within residence halls.
4. Student Wellness & Support Services
  - Ensure that student wellness programs (mental, emotional, and physical health) are aligned with the Christian mission of the university.
  - Serve as a point of contact for students in need of counseling, pastoral care, or crisis support, offering referrals as necessary.

- Collaborate with campus counselors, chaplains, and student support services to promote the well-being of students.

#### 5. Collaboration and Communication

- Build and maintain relationships with students, faculty, staff, and external community partners to enhance student life.
- Serve as a liaison between students and administration to ensure effective communication and advocacy for student needs.
- Regularly assess and evaluate student satisfaction and the effectiveness of student life programs, making recommendations for improvement.

#### 6. Administrative Duties

- Develop and manage the Student Life department budget, ensuring fiscal responsibility and alignment with institutional goals.
- Supervise and mentor Student Life staff, providing professional development and support.
- Assist in student orientation, new student programming, and other major campus events.
- Maintain accurate records and reports related to Student Life activities, student involvement, and program outcomes.
- View this position as a ministry, including mentoring students in their Christian walk as opportunities arise in the fulfillment of your responsibilities.
- Participate in University events, including regular chapel attendance, as available.
- Perform additional duties, as required.

#### **Qualifications:**

- Bachelor's degree in ministry or a related field required; master's degree preferred.
- Experience in student affairs, campus life, student ministry, with at least 2 years in a supervisory capacity.
- Experience in developing and leading student engagement programs.
- Collaborative mindset, including ability to lead, manage, or participate in cross-functional teams.
- Experience in crisis management, conflict resolution, and providing pastoral care and support to students.
- Good interpersonal communication skills including listening, relating, diplomacy, tact, and creative problem solving.
- Willing to work flexible hours to accommodate the campus life schedule and urgent student needs.
- Understanding of and ability to communicate Christian values and beliefs to students.

#### **Values:**

- Godly, spiritually mature, fully devoted to Christ and the Church.
- Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion, and respect for all other persons.
- Integrity and moral excellence, with life above reproach.
- Code of personal conduct consistent with membership commitments for leaders of The Wesleyan Church.
- Commitment to enthusiastically assist in fulfillment of Kingswood University's mission.

- Commitment to exemplify Kingswood University's core values, including total ownership, prioritize students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

**General University Information:**

Kingswood University is owned by The Wesleyan Church of North America. The mission of Kingswood is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

**Direct resumes to:**

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