

Junior Dean – Stanford Program in Oxford, England

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| Job Family: | Student Services |
| Job Series: | Student Services |
| Effective/Revision Date: | September 20217 |
| Status: | Part-time, irregular hours |
| Business Title | Assistant Resident Assistant |
| Working Title: | Assistant Junior Dean |
| Unit: | Bing Overseas Studies Program – United Kingdom (Oxford) |

JOB PURPOSE

The Assistant Junior Dean supports the Junior Dean in supervising students' residential life at Stanford House in Oxford. The Junior Dean lives in the student residence and helps build a strong, safe and healthy residential learning community, which complements and extends students' classroom and experiential learning. The Assistant Junior Dean, while not living in the residence, supports the Junior Dean in these projects and fills in at times when the Junior Dean is on statutory leave. The Assistant Junior Dean is expected to positively contribute to a residential environment that enhances student academic progress and success; to promote the intellectual and cultural life of the residence; to create opportunities for students to explore and clarify their interests, values and attitudes; to build inclusive and reflective environments in which differences of background and belief are explored; to participate in and help coordinate house activities; to know and explain University and program policies; to be available to students and to encourage student responsibility and accountability.

CORE DUTIES

Resident General Life Support

- Work together with the Junior Dean, Academic & Student Services Administrator, and Facilities Manager to help residents take responsibility for their residence community.
- Assist with maintaining order in the residence by encouraging open and honest communication and responsible student conduct.
- Be sensitive to the needs of individuals in the residence, and help residents be aware of each other's concerns.
- Promote the intellectual life of the residence through informal discussions about campus, national and international issues (including culture, values, beliefs, society and ethics).
- Assist center staff with residence orientation, safety and security briefings.
- Provide first-aid treatment to students and follow established protocols for the escalation of student illness and injury concerns.
- Inform staff of serious issues and challenges in the residence.
- Spend 33 evenings during each term in the residence from 8 pm to 12 midnight, being available to students during evening hours. These nights are determined based on the Junior Dean's required nights off.
- Oversee student social events at Stanford House, including nightly checks of public hallways, kitchenettes, stairwells and bathrooms should events be taking place when on duty.

Junior Dean – Stanford Program in Oxford, England

- Report maintenance and cleanliness issues to cleaning contractor and/or Stanford site staff; meet contractors on site as needed.
- Be reachable and ready to respond to student concerns when on duty. In the event of an emergency, respond promptly and work with the Director and other staff members to provide appropriate support.
- At own initiative (not required), attend program events and field trips.
- Liaise with junior deans of the ‘associate’ colleges (Brasenose, Corpus Christi, Magdalen) as appropriate, especially with regard to student behavior.
- Other duties as assigned; especially the possibility of additional hours Monday- Friday 2:30-8 PM as needed or able.

MINIMUM REQUIREMENTS

Education and Experience

- Four-year college degree or equivalent
- Minimum of one year experience with resident assistant support, student and academic services support is desirable but not essential.

Knowledge, Skills and Abilities

- Ability to attend the residence late in the evening
- Ability to attend a first-aid course as arranged by the center
- Ability to accommodate flexible hours during student presence at the residence
- Will complete an on-line Stanford Resident Assistant course in the Spring quarter prior to active assignment at the residence
- Will attend a two-week Resident Assistant course on the Stanford University campus in California
- Strong English written and oral communication skills
- Demonstrated familiarity with, sensitivity to and respect for the diverse cultures and communities of Oxford
- Ability to exercise patience and flexibility when dealing with a wide and diverse group of students, faculty, staff and outside constituents
- Ability to serve as a role model for responsible behavior and personal integrity
- Must have a valid student visa to work up to 20 hours per week in the United Kingdom OR Must be authorized to work in the United Kingdom at time of hire
- Will work variable hours, evenings or weekends
- May travel locally and/or internationally with occasional overnight travel

CERTIFICATES AND LICENSES

- First Aid Certification (may be completed after hire)
- UK, EU or US passport with at least 6 months remaining to expiry

PHYSICAL REQUIREMENTS

- Frequently sitting
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects

Junior Dean – Stanford Program in Oxford, England

- that weigh up to 10 pounds or 5 kilos
- Rarely twist/bend/stoop/squat, kneel/crawl

** Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

WORK STANDARDS

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu/>.