



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

DEAN OF STUDENT ACTIVITIES

Application Procedures:

Download the U of D Jesuit Non-Teaching Application form located on this webpage, complete it and scan and email it along with cover letter and resume to jobs@uofdjesuit.org.

Note: U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. All employees must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Job Summary: The Dean of Student Activities is responsible for administering the non-athletic, co-curricular program at U of D Jesuit, providing leadership and direction to ensure the program supports intellectual, personal, and social development of students outside of the classroom and is well-rounded. This is a full-time position, which includes moderating the Student Senate and providing resources to clubs and organizations as well as coordinating their activities.

Reports to: Assistant Principal for Student Affairs

Employment Category: Full-time, Exempt, 12-month

Duties and Performance Responsibilities:

1. Oversees the day-to-day planning, execution, and engagement of the Student Senate, to include: leadership development, senate programming (activities, service, formation/trainings, etc.), and budget management.
2. Provides in service training for activity moderators.
3. Orients new teachers to the co-curricular activities program.
4. Maintains master co-curricular event calendar for school and community use.
5. Coordinates, with moderators and school leadership, the logistical aspects of all planned student events including, but not limited to: dances, activities, Pledge Detroit, Fall Play, Spring Musical, intramurals, fundraisers, etc.
6. Annually evaluates the performance of all co-curricular programs and their moderators.
7. Develops formation programs for and assists moderators with their professional growth.
8. Works with moderators to reach out to the community (alumni, parents, and resources within the tri-county area) to establish professional contacts for student programs.
9. Assists moderators with seeking out grants and other sources of alumni and public funding to provide additional financial support for student programs.
10. Works collaboratively with other school leaders to develop and deliver formal leadership training programs for leaders of student activities.
11. Shares responsibility with other school leaders in serving as head prefect of student sections at home and away athletic events and school dances.
12. Represents the Student Activities Program at Mini Class Night, Open House, New Parent Orientation, New Teacher Orientation, Parent-Teacher Conferences, Welcome Nights, and similar activities.
13. Is responsible for the development of budgeting for the student programs and moderator stipends in conjunction with the Assistant Principal for Student Affairs.
14. Maintains and regularly updates information on the Student Activities page on the school website.
15. Provides necessary oversight and training to moderators regarding appropriate supervision, student-adult boundaries, and abuse risk.
16. Responds quickly to policy and procedure violations according to established guidelines.
17. Responds quickly and diligently to reports of suspicious and inappropriate behaviors.

18. Follows mandated reporting requirements.
19. Communicates to all moderators the organization's commitment to protect their students from abuse.
20. Other duties and responsibilities as assigned.

Qualifications and Experience:

- Bachelor's Degree required, in education or student affairs preferred.
- Certification in secondary education preferred.
- Experience in a comparable position required, prior experience as a coach and/or student activities moderator preferred.
- Strong advocate for students.
- Strong communication and interpersonal skills.
- Positive attitude.
- Ability to collaborate with and motivate others.
- Ability to multitask and prioritize workload.
- Proficiency with Google Applications, Microsoft Office, Adobe, and Learning Management Software required.

Other Skills and Abilities:

Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the Mission of the School.

Physical Working Conditions:

Must be able to lift light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds).

Working Environment:

Regular exposure to favorable conditions such as those found in a normal office. At times work may occur in outdoor venues subject to unfavorable weather conditions.

Compensation:

Commensurate with qualifications and experience. Full benefits package also included.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status,

protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.