

Associate Dean of Students (Female)

Type of Position:	0.5 – 0.75 Part-time contract, covering for a maternity leave. 7 months (Nov-May), with the possibility of renewal for 3 months (August-October 2021)
Reports to:	Dean of Students
Start Date:	October 26, 2020

About Horizon:

Horizon College & Seminary (HCS) is an evangelical Christian leadership college, and Canada’s first and only theological college offering [Competency-Based Education](#) at the undergraduate level. Located in Saskatoon, one of Canada’s fastest growing cities, HCS is entering into multi-denominational partnerships. Anticipating growth, HCS and its library is moving into a new building in Saskatoon in 2020.

HCS is a professional, evangelical-Christian workplace that seeks to advance God’s Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry. HCS employees share the responsibility to create a workplace that models the professionalism and Christian beliefs, values, and behaviours that are in keeping with HCS’s mission and the HCS Code of Conduct.

Job Purpose Summary:

To work in conjunction with the Dean of Students to provide pastoral support to students and to administer student life programming.

Role Specific Competencies:

Required:

- A female who can work alongside our male Dean of Students to serve our entire student body.
- A lifestyle committed to a deepening relationship with Christ.
- Commitment to a local church.
- Outgoing, engaging, welcoming, and amiable demeanor.
- Caring, pastoral heart.
- Ability to interact with and mentor students in a professional and confidential manner
- Comfortable mediating conflict among students.
- A willingness to lovingly confront students and hold them accountable when actions warrant such.
- Comfortable speaking in front of a group of students.
- Proven self-initiative.
- Ability to work cooperatively with a wide range of people, willingness to be part of a team, and willingness to be part of the HCS faith community.
- Excellent written, oral, and interpersonal communication skills, and proficiency in English.
- Proficiency in MS-Office applications.

Preferences:

- Experience working with young adults.
- Confidence and ability to lead worship.
- Ability to engage students on social media.
- An undergraduate degree in a relevant area.

Key Responsibilities:

1. Work in harmony with the Dean of Students to actualize the overall Student Life programs. While adjustments have been made due to current COVID-19 conditions, these programs have historically included:
 - a. orientation week and fall retreat.
 - b. 10:39 chapels.
 - c. winter retreat.
 - d. community meals
 - e. Bible studies, prayer meetings
 - f. occasional speaking opportunities (chapels, 10:39 etc.).
 - g. disciplinary issues that may arise from time to time.
2. Counsel or advise individuals and groups on matters pertaining to personal and relational issues, spiritual growth, healthy lifestyles, and vocational choices.
3. Maintenance of a personal, vibrant relationship with Christ, through spiritual disciplines and healthy lifestyle choices.
4. Work with the Dean of Students in the implementation of focus groups and student satisfaction surveys.
5. Occasional work with other departments as time allows.

Office Responsibilities

- Availability/presence
- Appointments
- Committees
- College Events

HCS Mission

Advancing God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.

HCS Vision

Horizon College & Seminary is pioneering fresh models of Christian higher education, aiming to be Canada's preeminent, multi-denominational, competency-based Christian leadership college.

HCS Values

1. Dependence

We submit to the Word of God lived out by the power of the Spirit in authentic relationship with Jesus Christ and one another.

2. Community

We honour, encourage, challenge, and are accountable to one another as Jesus modeled for us.

3. Competency

We aspire always to give our best, serving faithfully with diligence, integrity, and professionalism.

4. Development

We invest in intellectual, spiritual, and professional growth.

Applications

To apply, please submit the following:

- Cover letter
- CV
- Reference information: Note the names, phone numbers, and email addresses of three references, including a pastor at your current church.

Applicants should submit their application package, preferably in PDF format, by email to the attention of Dr. Andrew Gabriel, VP of Academics, at assistant@horizon.edu. Please note “Associate Dean of Students Application” in the email subject line.

All materials must be received by Sept 30, 2020 for full consideration. Additional information may be requested at a later date.

All qualified candidates are invited to apply; however, Canadian citizens and permanent residents of Canada will be given priority.