



About St. Francis College (SFC)

Founded in 1859 by the Franciscan Brothers, St. Francis College (SFC) has a rich legacy of academic excellence and service. Located in Brooklyn, New York, SFC educates over 4,500 students, primarily from the five boroughs, with backgrounds representing over 70 countries and more than 40 languages. With a network of 20,000 alumni, the college has produced distinguished public servants, scientists, lawyers, business professionals, nurses, teachers, and members of the clergy.

Rooted in Franciscan values of community, collaboration, and connection, SFC remains committed to providing a first-class, attainable, high-quality education to individuals of all racial, ethnic, and religious backgrounds, with a special focus on working-class New Yorkers. In 2021, the College launched a transformative initiative to restructure academic and programmatic offerings, aligning them with 21st-century career needs while expanding its reach locally and internationally. In 2022, SFC relocated to a modern, state-of-the-art campus in Downtown Brooklyn, ensuring it continues to prepare students for success in a rapidly evolving world.

Job Summary

Reporting the Dean of Students, the **Assistant Dean of Student Life & Residence Life (TEMPORARY ROLE – up to 12 weeks TBD)** is a senior Student Affairs administrator responsible for advancing a safe, inclusive, compliant, and engaging student experience outside the classroom. The role provides leadership for student engagement, residence life, student governance, conduct, policy administration, and regulatory compliance.

This position plays a critical role in ensuring institutional alignment with Middle States Commission on Higher Education (MSCHE) Standards and New York State Education Department (NYSED) regulations, including student protections, reporting accuracy, and policy governance. The Assistant Dean serves as a key reporting and compliance partner to Academic Affairs, Institutional Effectiveness, and senior leadership.

Salary Range: \$75,000 – \$85,000 per year

Essential Duties & Responsibilities: Assistant Dean of Student Life & Residence Life

Student Life Leadership & Engagement

- Provide strategic leadership for student life programs that promote engagement, belonging, leadership development, and persistence.
- Oversee student organizations, leadership initiatives, orientation, and co-curricular programming.
- Serve as the primary administrative advisor to the Student Government Association (SGA) and the Graduate Student Association (GSA).
- Ensure student governance bodies operate in accordance with institutional policies, bylaws, and shared governance expectations.
- Design and assess student engagement initiatives that support retention, satisfaction, and holistic student development.
- Develop partnerships with NYC cultural institutions and community organizations to enrich the student experience.
- Collect, analyze, and report student engagement data to support institutional assessment and accreditation reporting.

Residence Life Administration & Housing Oversight

- Provide administrative oversight of residence life operations, including housing assignments, occupancy management, and residential programming.
- Supervise professional staff, residence assistants, and graduate assistants within residence life.
- Ensure residence hall policies, behavioral standards, and safety protocols are clearly articulated, enforced, and documented.
- Respond to student conduct concerns, safety incidents, and emergencies within residential facilities.
- Coordinate compliance with applicable NYC housing, fire safety, and occupancy regulations.
- Maintain documentation and reporting necessary for audits, risk management, and accreditation review.

Student Conduct, Due Process & Crisis Management

- Oversee student conduct processes, ensuring fairness, due process, and consistency with institutional policy and state regulations.
- Interpret and enforce the Student Code of Conduct and related disciplinary procedures.
- Manage student crisis response in collaboration with Counseling Services, Campus Safety, Title IX, and CARE/Behavioral Intervention Teams.
- Ensure grievance, appeal, and complaint resolution processes are clearly documented, published, and accessible to students.
- Maintain records and documentation required for NYSED inquiries, audits, and student complaints.

Policy Oversight, Student Rights & Handbook Administration

- Serve as the institutional lead for oversight, revision, interpretation, and implementation of the Student Handbook (“The Cord”).
- Ensure policies reflect current law, NYSED regulations, federal requirements (FERPA, Title IX), and institutional governance decisions.
- Coordinate annual updates to student policies, student rights disclosures, and “right-to-know” information.
- Partner with Legal Counsel, Institutional Effectiveness, and Academic Affairs to ensure policy consistency and compliance.
- Ensure students receive timely, accurate, and transparent communication regarding policies, procedures, and rights.

Assessment, Reporting & Accreditation Support

- Lead assessment of student life and residence life programs using defined learning outcomes and engagement metrics.
- Analyze data related to student conduct, engagement, housing, retention, and satisfaction to inform continuous improvement.
- Contribute evidence, narratives, and documentation for MSCHE self-study, monitoring reports, and NYSED program reviews.
- Support accurate enrollment status reporting, withdrawals, leaves, and student records coordination in collaboration with the Registrar.
- Ensure Student Affairs data supports institutional census reporting, tuition and fee compliance, and audit readiness.



Staff Supervision & Administrative Leadership

- Recruit, hire, train, supervise, and evaluate professional staff, student staff, and graduate assistants.
- Establish clear performance expectations aligned with institutional priorities and compliance requirements.
- Manage departmental budgets for student life and residence life programs.
- Support staff professional development related to student affairs best practices, compliance, and assessment.

Campus Collaboration & Institutional Strategy

- Collaborate closely with Academic Affairs, Institutional Effectiveness & Accreditation, Registrar, Financial Aid, IT, Facilities, and Campus Safety.
- Serve on institutional committees, emergency response teams, and student success initiatives.
- Advise senior leadership on student trends, risk areas, compliance concerns, and policy implications.
- Represent Student Affairs in accreditation, regulatory, and external stakeholder interactions as assigned.

Minimum Qualifications

- Bachelor's degree required, Master's degree in Higher Education, Student Affairs, Counseling, or related field preferred.
- Minimum of 5 years of progressively responsible experience in Student Affairs, Residence Life, or related administrative roles.
- Demonstrated experience with student conduct, crisis response, and policy interpretation.
- Strong understanding of NYSED regulations, student rights, and accreditation expectations (or demonstrated ability to learn quickly).
- Proven ability to assess programs, analyze data, and contribute to institutional reporting and accreditation processes.
- Excellent interpersonal, communication, organizational, and leadership skills.
- Sound judgment, discretion, and ability to manage sensitive information.
- Proficiency in Microsoft Office; familiarity with student information systems (e.g., Colleague) strongly preferred.
- Work Requirements: This is a live-in role requiring availability for evening and weekend rotations, as well as on-call duties.

Interested applicants can apply by clicking [here](#).

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment.

The College is an Equal Opportunity employer.