



Assistant Dean of Students and Residential Life Coordinator

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life, based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

Position Overview:

The Assistant Dean of Students and Residential Life Coordinator will be a collaborator and thought partner with the Dean of Students, helping to drive the vision and implementation of the Miss Hall's Student Life Program. This mission-aligned educator works closely with the Dean of Students to ensure a holistic approach to supporting the student body, and to develop in all students the MHS core competencies of vision, voice, interpersonal efficacy and gumption. The Assistant Dean and Residential Life Coordinator is responsible for overseeing discipline and adjudicating minor student conduct cases, in close collaboration with the Dean of Students and other school leaders. This person will bring creativity and organization to key functions under residential life, including but not limited to planning social events, delivering the residential life curriculum, and coordinating student travel. The role is proactive in ensuring a welcoming and inclusive environment for boarding students, Proctors, Residents, and Head Residents.

The role will be available for evenings, with a flexible schedule to be reviewed with the Dean of Students. The position is full-time, 10 (ten) months, with designated weeks in the summer to prepare for the fall. Due to the nature of the role, it is a live-on-campus position, with one evening per week of late-night coverage, along with weekend duties. The Student Life Department is committed to diversifying its staff.

Major Duties and Responsibilities:

- Assist the Dean of Students with overseeing the ongoing development and delivery of the Student Life Program, assessing needs of the department and student body, and implementing new initiatives
- Serve as School Travel Officer by coordinating student travel plans for start of year arrivals and major departures, connecting international students to homestay programs, overseeing transportation logistics for long weekends and breaks, and reviewing and approving off-campus and weekend requests
- Coordinate all aspects of Residential Life, including procedures and policies related to student housing, roommate assignments, study hall and dorm life, and training and performance evaluation of student leaders (Proctors)
- Expand current judicial/conduct procedures and communicate rules and guidelines to students, faculty/staff, and families



- Other duties as assigned

Supervision Received: This position is supervised by the Dean of Students

Supervises: This position supervises a team of student leaders (approximately 15 to 20 Proctors); co-advises Student Council student leaders; and supervises three professional staff/faculty members (Head Residents).

Knowledge, Skills, Qualifications:

- Bachelor's Degree required
- 3+ years of experience in a school environment or educational organization, with proven success developing and leading programming for a diverse student body
- Experience in boarding school or residential life as resident/live-on staff preferred
- Be an active and accessible presence on campus, including evenings and weekends
- Serve as thought partner with Dean of Students by actively participating in crafting and delivering a mission for the Student Life Department and assisting with program development
- Demonstrated competency in working with diverse student populations and adult community members
- Energy and commitment to educating, engaging, and interacting with adolescent students