



**ST. ANDREW'S HALL**  
**Assistant Dean**

*Vision: St. Andrew's Hall is called to discern and equip the future church that God is bringing.*

*Mission: St. Andrew's Hall educates and equips missional leaders through teaching, hospitality and witness for Christ's church of tomorrow, today.*

The Assistant Dean:

- Provides leadership, oversight and direction to support the work of the Dean of St. Andrew's Hall.
- Reports directly to the Dean of St. Andrew's Hall and is a member of the SAH Executive Staff team.
- Will seek to enhance the effectiveness of SAH operations, serve as Dean's Designate when asked by the Dean, provide resourcing support to the Ministry Programs of the Hall, provide committee support as directed and provide leadership for the Hall's fund development program.

This is a new part-time position. The initial appointment will be made for a three-year term. The appointment is made by the Dean and may be renewed for a further term (or terms) at the discretion of the Dean of SAH. Compensation to be negotiated and based on the candidate's qualifications, education and experience. The terms of employment are those set out in the SAH Employee Handbook, including provision of Presbyterian Church in Canada Pension and Benefits. The successful candidate will help give shape and definition to this new position and will participate with the Dean in a 90-day and 180-day review, in order to update the Position Description to reflect insight and learning.

The successful candidate for this position will be familiar with the Presbyterian Church in Canada.

**Applications may be sent to the Dean's Office (subject line: Assistant Dean) – [deansoffice@standrews.edu](mailto:deansoffice@standrews.edu) - with a cover letter and CV by April 25, 2025.**

## ASSISTANT DEAN POSITION DESCRIPTION

### GENERAL INFORMATION

ACCOUNTABLE TO:	Dean of St. Andrew's Hall
POSITION STATUS:	Part-time Executive SAH staff member
WORKS CLOSELY WITH:	Dean of SAH, Executive Staff members at St. Andrew's Hall, as well as the Ministry Program Committee of the SAH Board

**Position Overview:** The Assistant Dean will play a crucial role in supporting the Dean as together, with other SAH staff, the candidate assists with programs and administrative functions of St. Andrew's Hall. This position involves working closely with the Dean, staff, and students to ensure the delivery of high-quality ministry programs and the smooth operation of the college's residential facilities. The Assistant Dean will seek to enhance the effectiveness of SAH operations, serve as Dean's Designate when asked by the Dean, provide resourcing support to the Ministry Programs of the Hall, committee support as directed and provide leadership with the Dean for the Hall's fund development program.

### Key Responsibilities:

- **Support and advocate for the Mission & Vision of SAH:** The successful candidate will exhibit strong support and advocacy for the mission and vision of SAH through their attitudes, behaviours, and ethics.
- **Dean's Support:** function as an executive-level officer by assisting the Dean in daily management of St. Andrew's Hall.
- **Program Leadership:** Assist the Dean in overseeing the ministry programs of the Hall, including the work of the Centre for Missional Leadership and SAH Chaplaincy ministry, resourcing the CML Director and Chaplain to accomplish their goals.
- **Fund Development:** work with the Dean to assist the Hall's fund development program.
- **Student Support:** In collaboration with the Dean and SAH Chaplain, provide guidance and support to students and residents, addressing academic and personal concerns, and fostering a supportive and hospitable environment.
- **Program Development:** Collaborate with staff to develop and enhance programs for church leaders, ensuring they meet the needs of ministry today.
- **Safeguarding:** Assume responsibility for the Hall's Leading with Care and other safeguarding policies of the Presbyterian Church in Canada, including the training of all employees, as well as serving in the role of privacy officer.
- **Residential Life:** Assist the Dean and Housing Manager to oversee the residential facilities, ensuring a safe and nurturing environment for students living on campus.
- **Administrative Duties:** Manage administrative tasks such as scheduling, budgeting, and policy implementation. Serve as Dean's Designate when directed

by the Dean and respond to emergent issues in concert with the Dean, staff, and members of the Board.

- **Committee Work:** Attend SAH Board committees as directed by the Dean, including staff leadership for the Bursaries (through the Finance Committee), Ministry Program Committee and Fund Development Committee by working with Convenors, helping to set meeting agendas, minutes (as required), communicating with committee members and coordinating meeting logistics.
- **Community Engagement:** Promote the college's mission and programs through outreach and engagement with local churches and other faith-based organizations. Represent SAH in the courts of the Church and with educational and funding partners, as directed by the Dean.
- **Event Coordination:** Help resource the Ministry Programs (CML and Chaplaincy) to organize and coordinate events, workshops, and conferences that support the professional development of church leaders and advance the mission of the Hall.
- **Other:** Consult regularly with the Dean of St. Andrew's Hall, and receive other duties as assigned.

**Recommended Qualifications:**

- Vibrant personal life of faith in Jesus Christ and commitment to the ecclesial life of the Presbyterian Church in Canada.
- Commitment to the mission, vision and values of St. Andrew's Hall.
- A Master's degree in Theology or a related field.
- A growth mindset demonstrating continuous learning and development as an individual and member of a team.
- Minimum of 5 years of experience in theological education or church leadership.
- Strong organizational and administrative skills.
- Excellent interpersonal and communication skills.