Application Materials for Student Assistant Position in the Office of the Dean of Students

Position Description

The Office of the Dean of Students seeks applications for the position of Student Assistant. This is a 4-10 hour a week, academic year position. The Associate Dean of Students supervises Student Assistants. The student(s) hired will assist staff members in the Office of the Dean of Students in fulfilling the Office’s overall mission to support students by creating a purposeful learning environment that integrates curricular and co-curricular experiences.

Responsibilities

A student assistant will provide supplemental support for the staff members in the Office of the Dean of Students. Such support includes but is not limited to answering telephones, filing confidential documents, copying documents, delivering and picking-up items relevant to the work carried out in the Dean of Students Office from other campus or downtown locations.

A student assistant may be asked to assist deans in the office with various projects such as elections, surveys, topical research, or developing, posting, and distributing promotional material for events and initiatives planned by the office. Experience with Microsoft Office applications and knowledge of web design are desirable, but not required. Preference will be given to students who are available to work 12:00 noon-1:30 pm and/or 4:00-5:00 pm.

From time to time deans in the office may consult a student assistant to seek his or her opinion and insight regarding trends and issues on campus.

Students hired to work in the Office of the Dean of Students are required to:

- arrive promptly to work.
- sign a contract agreeing to maintain confidentiality.
- attend any training or staff meetings requested (such meetings will be planned around workers’ course schedules.)
- dress neatly.
- interact in a pleasant and respectful manner with the variety of people who patronize the Dean of Students Office.

Compensation: New student assistants will begin at the rate of pay of $8.00 an hour.

To Apply: Submit the accompanying application by e-mail as an attachment to Barbara.Kirby@oberlin.edu or send a hard copy by campus or US mail to the attention of Barbara Kirby, Office of the Dean of Students, Wilder 105, Oberlin, OH 44074. Applications will be accepted between February 15, and March 15, of the current academic year for the summer of the current year and the fall of the following academic year. For additional information please call 440-775-8462.
Mission and Vision Statement for the Office to the Dean of Students

The mission of the Office of the Dean of Students is to lead and inspire the Division of Student Life to foster a sense of community in this residential college in which students build lasting relationships based on the principles of ethical conduct, an understanding of diversity in all of its complexity, respect for self and others, the lived values of social justice and equity, and a commitment to promoting positive change in the world.

The Office of the Dean of Students leads the division in fulfilling the educational mission of the college, particularly in its efforts to create and nurture curricular and co-curricular connections to academic departments and other offices within and beyond the division. The office commits to guiding and supporting departments in the Division of Student Life that provide services to students and to the institution. Our offices and services include:

- Center for Leadership in Health Promotion
- Counseling Center
- Class Dean System
- Club Sports
- Dean of Students
- Judicial System
- Multicultural Resource Center
- Religious and Spiritual Life
- Residential Education and Dining
- Safety and Security
- Student Academic Services
- Student Health
- Student Union

RESIDENTIAL COLLEGE
We embrace the concept of a residential college as a context in which rich intellectual and social exchange continues in spaces beyond the classroom; and as a setting that nurtures a holistic educational experience that leads students to life-long engagement in learning. We commit to creating such an environment and to affording students opportunities for academic exploration, social and personal growth, and moral development.

ETHICAL CONDUCT
An ethical discourse is essential to the creation of excellence within and outside of the classroom, as well as to participation in a flourishing, civil society. Oberlin College’s judicial affairs and honor system assist in educating students about the relationship between their personal freedom and their responsibilities to their communities. These systems, which are collaborative, hold members of the campus community accountable. A system that encourages individual choice and responsibility goes hand-in-hand with the fostering of intellectual freedom and academic excellence and promotes habits of effective and engaged citizenship.

UNDERSTANDING DIVERSITY IN ITS COMPLEXITY
We are committed to a vision of diversity and multiculturalism that fosters the academic and personal growth of all students. This inclusive approach responds to the concerns of historically underrepresented communities, and at the same time, provides a wide range of educational opportunities for all members of the campus and local communities to explore difference by recognizing identities, histories, interests, and needs in order to build mutual respect and understanding.

MUTUAL RESPECT
We believe that vibrant and diverse communities thrive when participants in those communities learn to value one another even when disagreeing. Through our daily interactions with members of the campus community, we will seek opportunities to honor the personal integrity of, as well as accept and respect the unique qualities of those with whom we work, study, and live.
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SOCIAL JUSTICE AND EQUITY
We commit ourselves to fostering relational settings outside of the classroom in which community members can practice the art of listening before responding. We will model and encourage the willingness to consider the experiences and needs of others in our communities as we search for solutions to everyday concerns that will benefit individuals and preserve the safety and well-being of the campus community and of communities beyond.

PROMOTE POSITIVE CHANGE
We are committed to supporting students as they invest themselves in making positive contributions to the world. We strive to empower students to be self-aware and to realize their potential. We promote an environment where healthy lives and balanced minds are valued so that students develop a sense of purpose and meaning during their years at Oberlin. We are also committed to facilitating intentional educational opportunities that foster students’ exploration in civic responsibilities and engagement in the campus community, society, and the world.

CURRICULAR CONNECTIONS
We are dedicated to creating seamless connections between the curricular and co-curricular experiences of students. These efforts include helping students make sensible and informed decisions about academic and personal matters, negotiate the opportunities and challenges that are an important part of a highly demanding academic environment, and find appropriate resources within and beyond the Division of Student Life. We also work with a range of collaborative partners, including academic departments and programs, to create opportunities for students, faculty, staff, and community members to integrate the learning that takes place inside and outside of the classroom.

This statement serves as a guiding principle for the Office of the Dean of Students and the Division of Student Life. In order to foster a safe, healthy, vibrant campus community, we are committed, in collaboration with other offices, to providing students with services, advice, direction, and educational opportunities to reach their full potential at Oberlin and beyond.
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Name: ________________________________________________________________

OCMR: _______ E-mail address: _________________________________________ Graduating Class: _______

Please list your three most recent employment and/or volunteer experiences:

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Please list organizations or initiatives you have been active with as an Oberlin Student:

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References: Please provide the name, e-mail address, and phone numbers of one previous employer/supervisor, and your academic advisor or a professor at Oberlin College who has taught you. You may include a third reference if you wish.

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Based upon the mission and vision statement provided as a preface this application, please prepare a one-page type written or word-processed statement explaining why you would like to serve as a Student Assistant in the Office of the Dean of Students. In your essay please describe how one or more of your listed employment, volunteer, or organizational experiences have helped prepare you for this position. Give special attention to the interpersonal communication skills you used and developed in the setting(s) you choose to discuss. What attributes do you think you might strengthen by working in the Dean of Students Office?

I certify that the information provided in this application is truthful.

Signature: ___________________________________________ Date__________________