



ST PAUL'S COLLEGE

WITHIN THE UNIVERSITY OF SYDNEY

POSITION:	ASSOCIATE DEAN OF GRADUATE HOUSE
POSITION TYPE:	Part-time residential position
REPORTS TO:	Dean of Graduate House
LOCATION:	Residing and working at St Paul's College 9 City Road, Camperdown, NSW 2050
OBJECTIVES:	<ul style="list-style-type: none"> To assist in nurturing the new residential academic community of Graduate House at St Paul's College as an intelligent, respectful, dynamic, and inclusive institution
SPECIFIC ACCOUNTABILITIES:	<ul style="list-style-type: none"> To institute and manage a peer support system within Graduate House To lead pastoral provision for the welfare of Graduate House students To act as an advisor and mentor on academic and broader matters to postgraduate students. To bridge University and College life by building strong connections between Graduate House and the University at the academic and professional levels To promote Graduate House as a preferred destination for local, national and international students and academics To work with the Senior Tutor and other College staff to enhance the wider St Paul's College academic programme To facilitate academic visitors to Graduate House and the College To support the College's commitment to be leaders in fighting sexism, and to respect and dignity for all, regardless of gender To comply with the ethos of the College in accordance with its policies and codes of behavior, and by living its values every day To support the aims and values of the College generally
OTHER ACCOUNTABILITIES:	<ul style="list-style-type: none"> Actively contribute to a residential community through the promotion of community-building activities Participate in the effective promotion of Graduate House to potential applicants and groups and encourage the best possible stream of diverse applicants Build relationships with key stakeholders across the University, including with the central administration, Faculty Deans, senior academics, centres and institutes, the accommodation office, and other relevant parts of the University Assist in promoting Graduate House as a venue for conferences and events as appropriate Exercise sound, expert independent judgment within general policy guidelines

	<ul style="list-style-type: none"> • Provide clear, concise and comprehensive reports, correspondence and other written materials as required • Attend staff meetings when required
PROFESSIONAL EXPERIENCE:	<ul style="list-style-type: none"> • Appropriate standing and credentials across the wider academic environment, most likely a PhD qualification, or progress toward the same, and academic publications • Successful leadership experience in an educational institution • Experience and proven ability in student pastoral provision • Strong personal interest in the education of young people in the University and College context • Ability to provide support across academic and extra-curricular activities • Excellent interpersonal, public speaking and communication skills • Proven strength in communication at all levels of an organisation • Experience in both internal and external advocacy for an organisation in a complex environment
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Strongly supportive of the College's values, purpose and faith tradition • Of impeccable character, demonstrating integrity, kindness, gentleness, humility, honesty, courage and generosity of spirit • Creative intellect and strategic thinker, with the ability to solve complex problems, encourage and support innovation • High level of emotional intelligence and strong sense of integrity and empathy • Good resilience and strength of character in the face of challenges • Meticulous attention to detail and accuracy in work • Ability to handle sensitive information with absolute confidentiality • Demonstrated initiative, with proactive, "can do" attitude • Ability to establish and meet deadlines
KEY WORKING RELATIONSHIPS:	<ul style="list-style-type: none"> • Head of College • Dean of Graduate House • Business Manager • Senior Tutor • Sub-Warden • Chaplain • General Manager - Hospitality

Dated: December 2018