



**ST PAUL'S COLLEGE**  
UNIVERSITY OF SYDNEY

<b>Position:</b>	<b>Dean of Undergraduates</b>
Position type:	Full Time
<b>Reports to:</b>	Vice Warden
<b>Location:</b>	Residing (at a minimum during University Semester periods) and working at St Paul's College, 9 City Road, Camperdown, NSW 2050.
<b>Position Summary:</b>	To oversee, support, and mentor the undergraduate community. The Dean's primary role is to create a positive, welcoming, and respectful environment, where residents can flourish in their academic, co-curricular, and personal life. The Dean is responsible for pastoral care, minor discipline, student events, and after-hours support, as well as cultural and leadership formation of student leaders. The Dean will also play a role in managing the College's sporting programme.
<b>Specific accountabilities:</b>	<p><b>Pastoral Care &amp; After-hours Support</b></p> <ul style="list-style-type: none"> <li>• Being an active presence within the College community, including: <ul style="list-style-type: none"> <li>i. eating most meals within the College dining hall;</li> <li>ii. regularly attending formal dinner; and</li> <li>iii. regularly attending cultural and sporting events.</li> </ul> </li> <li>• Taking an active interest in the lives of all members of the undergraduate community and the advancement of the College at-large.</li> <li>• Overseeing pastoral care within the undergraduate community: <ul style="list-style-type: none"> <li>i. supporting students who require pastoral assistance;</li> <li>ii. training, supervising, and mentoring pastoral leaders; and</li> <li>iii. maintaining confidential records of pastoral issues.</li> </ul> </li> <li>• Afterhours management of the undergraduate College, including overseeing the Junior Deans, Night Porter, and other external security provision.</li> </ul> <p><b>Discipline</b></p> <ul style="list-style-type: none"> <li>• Appropriately handling minor disciplinary issues independently.</li> <li>• Assisting in investigation and other aspects of major disciplinary issues.</li> <li>• Following College policies in relation to these processes.</li> <li>• Conducting a weekly walk through the College facilities with the Facilities Manager to ensure any states of disrepair are reported, and the general tidiness and upkeep of common spaces is maintained.</li> </ul> <p><b>Student Leadership</b></p> <ul style="list-style-type: none"> <li>• Recruitment, selection, and supervision of appointed student leaders.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Mentoring elected student leaders: <ul style="list-style-type: none"> <li>i. providing leadership training and personal guidance;</li> <li>ii. chairing regular meetings between staff and student representatives; and</li> <li>iii. providing organisational assistance, guidance, and oversight.</li> </ul> </li> <li>• Supervising the College sporting programme with involvement in administration and organization of the various representative teams.</li> <li>• Ensure the administrative tasks related to undergraduate life are completed including event management documentation and maintenance of discipline and pastoral records.</li> <li>• In conjunction with the Vice Warden, Academic Dean, and Senior Tutor, organize and oversee the program in Leadership and Welcome Week.</li> </ul> <p><b>Cultural Formation</b></p> <ul style="list-style-type: none"> <li>• Serving as a part of the College leadership team responsible for supporting the overall mission and direction of the College.</li> <li>• Contribution to the strategic direction and management of the wider college.</li> <li>• Working with other staff to promote St Paul's College as a preferred destination for students of diverse backgrounds and locations.</li> <li>• To promote good relationships between the undergraduate and graduate communities.</li> </ul>
<b>Professional Experience and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Collegiate experience and involvement in a college staff team.</li> <li>• Appropriate academic qualifications.</li> <li>• Demonstrated leadership abilities and commitment to pastoral care.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Supportive of the College's values, purpose, and Anglican faith tradition.</li> <li>• Understanding of College's tradition and mode of operating, including commitment to respect and dignity for all.</li> <li>• Commitment to positive cultural change.</li> <li>• A willingness to contribute to the effective operation of all areas of the College to ensure the best possible experience for all.</li> <li>• Positive, friendly, and outgoing personality.</li> <li>• Ability to gain student and staff trust and support.</li> <li>• Ability to give clear direction.</li> <li>• Ability to create a positive environment within the College.</li> <li>• Strong written and oral communication skills.</li> <li>• Persuasive leader, who is able to inspire others.</li> <li>• Demonstrated initiative, with a proactive "can do" attitude.</li> <li>• Collegiate and collaborative.</li> <li>• A values-driven leader.</li> </ul>



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	<ul style="list-style-type: none"><li>• Ability to undertake and complete tasks with limited supervision and/or direction and within time constraints.</li><li>• Ability to balance priorities.</li><li>• Good resilience and strength of character.</li><li>• Ability to handle sensitive information.</li></ul>
<b>Key Working Relationships:</b>	<p>Reports to the Vice Warden.</p> <p>Strong working relationships with:</p> <ul style="list-style-type: none"><li>• Warden.</li><li>• Dean of Graduates</li><li>• Academic Dean</li><li>• Chaplain.</li><li>• Senior Tutor.</li><li>• Facilities Manager.</li><li>• Junior Deans, Peer Support Leaders and CDOs.</li><li>• Students' Club.</li><li>• Other College Staff.</li></ul>

*Dated: October 2025*