



Position:	Dean of Undergraduates
Position Type:	Full Time Residential Position
Reports to:	Vice Warden
Location:	Residing (at a minimum during University Semester periods) and working at St Paul's College, 9 City Road, Camperdown, NSW 2050.
Position Purpose:	The Dean of Undergraduates is responsible for the educational, developmental, pastoral and community experience of undergraduate students. The role provides leadership for the undergraduate student experience, including formation, residential life and everyday community life, ensuring that students are well supported, College standards are upheld, and undergraduate life contributes positively to the formation of young adults. Working closely with the Vice-Warden, Academic Dean, Chaplain, Senior Tutor and student leaders, the Dean ensures that high expectations are held within strong relationships and that student wellbeing, accountability, leadership and community development are integrated across the life of the College.
Specific Accountabilities:	• Provide strategic leadership for the undergraduate student experience by establishing the vision, priorities and expectations that shape undergraduate life, student development and community culture. • Provide leadership for the undergraduate residential community, ensuring that College traditions, programmes and everyday community life contribute intentionally to student development, character formation and a safe, respectful and purposeful College environment. • Lead undergraduate student wellbeing, pastoral care, conduct, accountability and community standards processes with appropriate support, referral, procedural fairness, sound judgement and clear documentation. • Respond to and manage student incidents, critical events and complex student matters, including after-hours residential operations and liaison with Junior Deans, student leaders, external security providers and other relevant staff, escalating to the Vice-Warden or Warden as appropriate. • Oversee the recruitment, selection, supervision, training, development and evaluation of Junior Deans, Peer Support Leaders, CDOs and other undergraduate student leaders, providing ongoing guidance and support so they are equipped to foster community, support students and uphold College standards. • Lead the operational delivery of undergraduate residential life programmes, activities and initiatives, working collaboratively with the Students' Club Executive to support student engagement, responsible events, respectful community life and positive student culture. • Work with the Academic Dean and Senior Tutor to ensure that undergraduate residential life, student leadership, academic support, intellectual life and formation are mutually reinforcing.

	• Support students experiencing academic, personal, health, relational or wellbeing difficulties, facilitating appropriate support and referral to internal and external services where required. • Provide strategic and operational oversight of the College sporting programme and its contribution to student wellbeing, leadership, inclusion, community and character formation. • Support student sports conveners, captains and other student leaders to foster a sporting culture characterised by participation, respect, sportsmanship, fair processes and appropriate management of welfare, conduct and risk matters. • Oversee undergraduate accommodation matters, resident concerns and student-related operational issues, facilitating timely and appropriate resolution in collaboration with relevant colleagues. • Provide oversight of the recruitment, orientation and transition of undergraduate students to support a coherent and consistent commencement experience. • Maintain appropriate records, reports and documentation relating to undergraduate wellbeing, conduct, incidents, student leadership, engagement and residential life. • Undertake other duties as directed by the Vice-Warden or Warden.
Other Accountabilities:	• Contribute actively to the residential, cultural, pastoral and social life of the College in ways that foster a welcoming community and advance its educational mission. • Exercise sound, independent professional judgement within established policy, legislative and procedural frameworks, referring matters as appropriate. • Provide clear, accurate and timely documentation, reports and correspondence, and participate in relevant staff and College meetings. • Provide mature, astute and compassionate pastoral support to students, recognising the boundaries of the role and making timely referrals to appropriate internal and external support services where required. • Participate actively in the life of the Senior Common Room and contribute positively to the professional and collegial culture of the College. • Support the broader aims, strategic priorities and educational mission of the College through collaborative engagement with colleagues and the wider College community. • Conduct all duties in a manner consistent with the ethos, values, policies and behavioural expectations of the College, demonstrating integrity, respect and professionalism in all interactions.
Qualifications and Experience:	Essential • An appropriate tertiary qualification. • Significant leadership experience within higher education, a residential college, student services, youth development or a comparable educational setting, including experience leading student leaders or student development initiatives. • Extensive experience in student wellbeing, pastoral care and the management of complex student matters. • Excellent interpersonal, communication and relationship-building skills across a diverse residential community.

	• Demonstrated capacity to exercise sound judgement, manage competing priorities and make effective decisions in complex environments. • A strong commitment to the education, formation and personal development of young adults within a university residential community. Desirable • Experience working within a residential college or collegiate environment. • Familiarity with the University of Sydney Colleges and the higher education sector. • Experience representing an organisation through internal and external engagement, advocacy or stakeholder management.
Personal Attributes:	• Demonstrates Godly character, integrity and humility, with a genuine commitment to the values, purpose and Anglican ethos of the College. • Leads through influence, collaboration and service, building trust, inspiring others and contributing positively to the culture of the College. • Exercises sound judgement, emotional intelligence and discretion, maintaining appropriate professional boundaries while responding thoughtfully to sensitive and complex situations. • Believes in the capacity of young adults to grow through challenge and is committed to balancing care with accountability in ways that promote learning, responsibility and human flourishing. • Is resilient, adaptable and proactive in a dynamic residential environment. • Is intellectually curious and reflective, committed to continuous learning, innovation and the ongoing improvement of the College community. • Models integrity, humility, kindness, courage and generosity of spirit in all interactions, earning the trust and confidence of students, staff and the wider College community.
Key working relationships:	• Warden • Vice-Warden • Academic Dean • Senior Tutor • Dean of Graduates • Chaplain • Junior Deans, Peer Support Leaders and CDOs • Students' Club Executive • Sports conveners, captains and coaches • Registrar • Facilities Manager • Night Porter.