



Community of the Heart, Mind, Spirit and Imagination

POSITION DESCRIPTION

Dean of Studies, Newman College
(The University of Melbourne)

ABN 88 846 804 347

Mr Sean Burke, Provost
provost@newman.unimelb.edu.au

DETAILS FOR APPLICANTS

POSITION	Dean of Studies
REPORTS TO:	Provost, the Deputy Provost
EMPLOYED BY:	Newman College
NATURE OF APPOINTMENT:	Permanent Fraction – full time Total Remuneration Package – to be negotiated The total remuneration package includes salary, employer super contributions of 10% salary, and onsite accommodation.
POSITION DESCRIPTION:	See Attached
LOCATION:	887 Swanston St, Parkville, 3052, VIC
CAMPUS:	Newman College
FURTHER INFORMATION:	Sean Burke Telephone: 03 9342 1600 Email: provost@newman.unimelb.edu.au
CLOSING DATE:	5:00PM 10 October, 2021
LODGEMENT DETAILS:	Applications must be lodged via email to provost@newman.unimelb.edu.au by the closing date.
APPLICATION REQUIREMENTS:	As part of the application process, please provide the following: <ul style="list-style-type: none"> • A Cover Letter outlining the reasons for your application • Your Curriculum Vitae • Name and contact details of minimum of two people from whom confidential references may be sought

Position Description

MISSION OF THE COLLEGE

Newman College is a Roman Catholic co-educational residential College affiliated with the University of Melbourne. The Society of Jesus (the Jesuits) is responsible for the administration of the College.

Values

The College's fundamental purpose is to foster the intellectual, ethical and spiritual life of its members, to enable them to become effective leaders in the community, mature in faith and committed to justice. The College seeks to assist its members in achieving the highest standards in their personal lives, in their studies and in the professions they will enter, standards based on Catholic and Jesuit values and showing a genuine compassion and respect for others.

Environment

At a time when universities, with society and its values, are subject to rapid change and new challenges (particularly the increasing emphasis within the University on graduate and post-graduate studies, internationalisation and the utilisation of information technology), the College seeks to engage fully with these developments, both within the University and within the wider community. The Jesuit spirit of a bold but critical engagement in the world, an exploring of new ideologies, technologies and aspirations, always within the tradition of Catholic and Jesuit values, seeks to strengthen the ability of College members, in the words of St. Ignatius, *"to find God in all things"*.

Standards

As Newman College espouses the humane, religious and cultural values of the Roman Catholic Church, it seeks a commitment from its members to these values both during their time in College and University and in later life. The College expects its members to aim for the highest standards in scholarship and excellence in their endeavours, to enable them to occupy in later life a position in the professions, business, public life and research, in keeping with their God-given competencies. The College will assist its members to achieve this through the quality of its academic support and tutorials, pastoral guidance, and the encouragement of its members to community service to assist those in need.

ORGANISATIONAL CONTEXT

The Society of Jesus is responsible for the administration of the College. The 1925 agreement ('Pact') between the Archdiocese of Melbourne and the Society of Jesus concerning the administration of Newman College was renewed in 2012.

Opened in 1918, the College now has around 290 residential students – undergraduate, graduate and postgraduate – drawn from metropolitan and regional Victoria, interstate and overseas. Staff in residence at the College include, the Provost, the Deputy Provost, the Deans, the Business Manager and the Rector and the Jesuit Community.

The administration, finance, discipline, general welfare and studies of the College are administered by the College Provost who is appointed by the Archbishop of Melbourne upon the recommendation of the Provincial Superior of the Society of Jesus and in consultation with the College Council. The Provost administers the College subject to the rules and regulations drawn up in accordance with the Catholic and Jesuit ethos and tradition and approved by the Rector, the Archbishop and the Council of the College.

THE SCOPE OF THE POSITION

The Dean of Studies holds a senior leadership position in the structure of the College and shares with the Deputy Provost, the Business Manager and the Dean of Students in supporting the Provost with the administration, finance, culture, discipline, general welfare, studies and career advancement, in the College. The Dean of Studies also works closely with the Dean of Students to ensure the general wellbeing and pastoral care of students is maintained at the highest level. The Dean of Studies will need to have a certain flexibility in attitude and work patterns to accommodate the variety in the cycle of the academic year and the fact that this is a residential community.

As Newman is a Roman Catholic Jesuit College, the Dean of Studies will be expected to support the values and ethos of the College in all undertakings. These values are mentioned in the *Statement of Purposes* (pg. 6) and *Mission Statement* (pg. 8) in the College Directory (See link: <https://newman.unimelb.edu.au/about/directory/>). The Dean of Studies may be called upon to represent the College at University or Inter-Collegiate events and presence at key College occasions is expected.

KEY RESPONSIBILITIES

1. Academic

- Is responsible for the overall running of an academic programme that fosters the intellectual life of the community.
- Develop and coordinate the tutorial programme, involving the interviewing, selection, training, supervision and assessment of academic tutors, and the quality control of the content and student engagement with the tutorial programme.
- Develop and coordinate an academic enrichment program which may include academic advice sessions on academic skills and career readiness, outreach programs, discipline specific lectures and professional opportunities for students to engage with Newman alumni in their desired career pathway.
- Accompany, assist and liaise with the Senior Common Room (SCR) Executive and members of the General Committee of the Students' Club in their role as academic scholars and mentors of the student community.

- Accompany, assist and liaise with the SCR Executive and members of the General Committee of the Students' Club in the running of cultural and other community events.
- Provide academic and professional career guidance to students concerning course selection; to handle problems encountered in this area (e.g. change of subject, subject withdrawals, matters concerning academic Special Consideration, course deferrals etc.) and where appropriate inform the relevant Senior Staff members of the administration of students at risk.

2. Pastoral Care

- Assist the Rector, Provost, the Deputy Provost, the Dean of Students, the Chaplain and the Jesuit community in:
 - developing and forming students and members of staff in the College's Catholic and Jesuit identity and tradition;
 - maintaining and enhancing the intellectual, ethical and spiritual ethos of the College, with an emphasis on balanced education and all-round excellence; and
 - ensuring students behave in a safe and respectful culture that is consistent with College rules and expectations for young adults living together in a residential academic community.
- Support student activities (spiritual, cultural, sporting, intellectual, community service, etc.), as appropriate, and provide a presence at Students' Club and SCR organised activities.
- Support student leaders and mentors in their formation, training and appraisal.
- Guide and advise the Students' Club and the SCR in the matter of dispute resolution.
- By close knowledge of students' academic engagement with college and university life, identify potential performance issues at an early stage and actively address them.

3. Leadership and Management

- Assist the Rector, Provost, the Deputy Provost, the Business Manager, the Dean of Students and relevant staff with:
 - the strategic planning, promotion and marketing of the College;
 - providing input on strategic issues facing the College and maintaining a clear view on Newman's strengths and weaknesses in its efforts to achieve its mission and affirm its Catholic and Jesuit identity;
 - the leadership and management of the student community by providing leadership and encouragement of responsible personal self-management and co-operation between students and staff and the community at large;
 - the implementation of strategies that ensure a welcoming, safe and respectful culture in College that is consistent with the institution's rules and expectations for young adults living together in a residential academic community;
 - the development of effective working relationships with relevant individuals and faculties within affiliated Universities, residential colleges, Catholic and Jesuit ministries, locally, regionally, and internationally, if/when required;
 - engaging in professional development to further competencies in Jesuit Education, Ignatian Pedagogy, and Ignatian Spirituality.

4. Administration

- Ensure the upholding of College and Inter-Collegiate policies.
- Assist the Provost, the Deputy Provost, and the Dean of Students and relevant staff to administer the daily operations of the College.
- The Dean of Studies is expected to meet regularly with the Provost, Deputy Provost, the Dean of Students and relevant staff and to attend the weekly administrative staff meeting. There is normally a need for informal daily contact.
- Assist the Provost, Deputy Provost, the Dean of Students and relevant staff to manage the financial and human resources of the College.
- Assist the Provost, Deputy Provost and the Dean of Students in the year-to-year revision of the College Directory and Calendar (which encourages an appropriate balance in the life of the College between academic, pastoral other and extra-curricular activities).
- Assist the Provost, Deputy Provost and the Dean of Students in the applications and admissions process – i.e. the selection of new students at the time of the tertiary offers and in the readmission of current students.
- Assist the Provost, Deputy Provost and the Dean of Students in preparing, leading, and implementing the undergraduate and graduate Welcome and Orientation programs, which forms student leadership and provides the best possible orientation of new students to University and College life.
- Assist with hospitality to university visitors and other guests especially during the academic semester (at formal dinners and special functions).
- Assist the Provost, the Deputy Provost and relevant staff develop, coordinate and implement sustainability policies and programs for the College community.