



Dean of Student Development

Hours: Full Time
Wages: To scale with benefits
Beginning Date: July 1, 2025 (negotiable)
Contact: Shannon Warnock
Email: Please submit your CV to hr@prairie.edu
Phone: (403) 443-3030

POSITION SUMMARY:

The mission of Prairie College is “to help establish God’s kingdom by equipping and mentoring individuals through biblically integrated education for life and careers that will meet the greatest needs of the world for the glory of God.” This full-time position exists to support the mission of Prairie by providing excellent and relevant leadership in developing students outside the classroom. As a compliment to the classroom, the aim is to build loving and supportive student community where thriving is a common characteristic.

DUTIES AND RESPONSIBILITIES:

- Provide leadership to and consideration of all Prairie students – on-campus students, hyflex, and online students.
- Create and enhance a comprehensive ethos on campus that will assist and encourage students in their social, mental, and spiritual growth.
- Directly supervise the Director of Student Development-Women, the Director of Student Development-Men, the Career and Calling Office, main College reception/switchboard staff, Athletic Director (non-academic), Student Union, and student development personnel for the off campus portion of the Explore program.
- Ministry-oriented leadership responsibilities include, but are not limited to: student counseling, College-wide “Day of Prayer” (once per semester), and Community Covenant.
- Student leadership-oriented oversight includes, but is not limited to: Student Applied Leadership Training (SALT) program and weekly Service (involving both students and faculty/staff).
- Working in association with College representation, produce and distribute the academic yearly chapel schedule (typically the 10am-11am weekday timeslot).
- Participate as a member of the Executive Council in order to contribute to the consideration of College-wide decisions.
- Teaching may be an option depending on interest/qualifications of the applicant and academic need.
- Participate in Academic Council.
- Participate in Faculty Meetings.
- Participate in designated areas of co-curricular life.



QUALIFICATIONS:

- *Mission:* Knowledge of and commitment to Prairie's mission, vision, core values, statement of faith, and Community Covenant.
- *Church:* Understanding of and commitment to the local church.
- *Gifting/Calling:* Primary vocation is student development. Evident love for students in a post-secondary environment where they are transitioning to adulthood. Senses a calling to fulfill this vocation at Prairie.
- *Education:* A minimum level of a graduate degree in either Counselling, Theology, Spiritual Formation, and/or Pastoral Ministry (PhD preferred).
- *Experience:* Four or more years of successful post-secondary experience preferred.
- *Ministry:* Significant experience in ministry or workplace leadership.
- *English Language:* Excellent knowledge of the structure and content of the English language including composition and grammar.
- *Team attitude:* Must have the ability to work in and contribute to a team.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent communication skills in a post-secondary setting.
- Passionate about preparing college students enrolled in a broad span of biblical, ministry and vocational programs for ministry and work.
- Committed to the spiritual formation and Christian practice of students.
- Committed to scholarly work and growth and innovative in practice.
- Training in counselling and/or pastoral ministry.
- Understanding of academic rigor appropriate to post-secondary education.
- Experience in Christian post-secondary education.
- Ability and skill to relate well to college-age students.

ACCOUNTABILITY:

- Reports to the Chief Operating Officer

Prairie's goal is to begin review of applicants by April 15, 2025 and to complete the hiring by July 1, 2025. However, applications will be received until the position is filled by a qualified person.

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.