**ELON UNIVERSITY**

**POSITION TITLE:** Assistant Dean of Multifaith Engagement

**DEPARTMENT:** Truitt Center for Religious and Spiritual Life

**GENERAL PURPOSE OF POSITION**

The Assistant Dean of Multifaith Engagement works under the leadership of the University Chaplain and Dean of Multifaith Engagement to provide strategic leadership and vision for supporting religious and spiritual life and advancing multifaith understanding at Elon.  The Assistant Dean upholds the value placed on spiritual development, alongside intellectual and social development, as an essential part of Elon’s educational program. The Assistant Dean oversees several key programmatic and administrative aspects of Truitt Center for Religious and Spiritual Life, including fundraising and administration for the related Jewish, Catholic, Muslim, and Protestant Life programs and those of other represented faith communities.

Responsibilities include leadership for religious diversity and multifaith understanding, administrative and programmatic oversight for related aspects of religious and spiritual life, and representation of the Truitt Center for Religious and Spiritual Life within the university and local communities. The Assistant Dean provides key leadership within the Division of Student Life, working collaboratively with all university departments and programs, including the Center for the Study of Religion, Culture and Society and the academic Religious Studies department.

The Assistant Dean reports to the University Chaplain and Dean of Multifaith Engagement and is a member of the division leadership team, representing Student Life on divisional and university committees as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Multifaith Leadership and Religious Diversity and Multifaith Understanding**

* Work with the University Chaplain and Dean of Multifaith Engagement to co-engage with students, faculty, and staff to implement the university’s vision for the multifaith understanding, guided by university initiatives for enhancing inclusive excellence, the residential campus, social climate, out-of-class engagement, civic engagement, wellness and well-being, and intellectual climate
* Collaborate with the University Chaplain and Dean of Multifaith Engagement, the Chair of Religious Studies and the Director of the Center for the Study of Religion, Culture, and Society in developing and implementing multifaith strategic planning goals.
* With department leaders, connect our work to the national conversation on spiritual development and multifaith understanding
* Design opportunities to train and educate students, faculty, staff about multifaith understanding and worldview diversity
* Work with faculty to build awareness of the university’s academic programs for promoting religious literacy and interreligious education
* Serve on committees and task forces responsible for advancing diversity, equity, and Inclusion and other key university strategic goals as directed by the University Chaplain and Dean of Multifaith Engagement
* Work with Admissions to support the recruitment and enrollment of a diverse student body, with particular attention to students from underrepresented religious traditions
* Coordinate the Religious Observance Notification Policy and student requests
* Create deepening relationships and collaborate with diverse students and groups
* Work with the University Chaplain and Dean of Multifaith Engagement to organize the University Baccalaureate Service.
* Organize multifaith events, programs, traditions, and festivals including (though not limited to) The Festival of Lights and Luminaries, Winterfaith, the RIPPLE Multifaith Conference, and Turning 21
* Work with members of the Chaplain’s Team to co-organize and co-lead effective interfaith immersion experiences, including interfaith spring break trip

**Strategic Student Life Leadership**

* Serve as a member of the division leadership team, sharing responsibility for leading the division and implementing the Student Life Five Year Plan and annual priorities of the division and the university;
* Support divisional and departmental strategic planning, goal setting, priority completion, evaluation and assessment, and data-driven decision making

**Administrative and Programmatic Oversight**

* Work with the University Chaplain and Dean of Multifaith Engagement to formulate and execute short-term and long-range planning for the Vera Richardson Truitt Center for Religious and Spiritual Life
* Prepare and monitor relevant budgets, equipment and capital requests, and expenditures, providing effective stewardship of resources to meet the priorities of the university and division
* Indirectly supervise and provide professional development support for the Directors of Jewish Life, and the Director of Catholic Life, and other directors of religious communities to be assigned.
* Supervise and Train the Truitt Center Multifaith Intern Cohort
* Collaborate with the Associate University Chaplain to maintain formal and informal contact with students, student organizations, and community ministries to ensure that programs and initiatives are responsive to student development and multifaith engagement.
* Work with University Advancement to support the engagement of parents and alumni in programs and opportunities related to the chaplain’s portfolio of responsibilities
* Provide timely and effective response to inquiries from parents and family members of students, alumni, and other stakeholders

**Local Leadership**

* Work with the University Chaplain and Dean of Multifaith Engagement to represent the university in supporting, encouraging, and connecting with religious diversity in Alamance County

* Other related duties as assigned by the University Chaplain and Dean of Multifaith Engagement

**DOES THIS POSITION REQUIRE DRIVING FOR THE UNIVERSITY?**

*Yes*

**EDUCATION AND EXPERIENCE**

·         Master’s degree from an accredited institution required

·         Ordination or its equivalent standing in a religious/spiritual tradition is preferred

·         7-10 years of progressive leadership experience in college/university interfaith work

·         Demonstrated transformational leadership skills

·         Demonstrated experience with leading multifaith/interfaith engagement and communities

·         Experience supporting faith communities from varying religious traditions

·         Experience with engaged learning and high impact practices

·         Ability to apply theory to practice, including student development, spiritual identity
 formation, learning theory, leadership, and group dynamics

·         Intercultural competence and a demonstrated commitment to diversity, equity, and
 inclusion

·         Ability to articulate a vision and take steps necessary to actualize organizational goals

·         Strong skills with administrative writing, interpersonal communication, and presenting

·         Demonstrated experience building partnerships and relating effectively with diverse
 constituents including students, faculty, senior staff, parents, alumni, trustees, and leaders
 in the profession

·         Experience with staff supervision and development, strategic planning, assessment and
 evaluation, and data-driven decision making

·         Effective crisis and risk management skills

**ADDITIONAL INFORMATION**

Elon University has built a national reputation as a premier student-centered arts and sciences university that values strong relationships between students and their faculty and staff mentors. Elon is ranked among the top-100 National Universities by U.S. News & World Report, with a No. 1 ranking for excellence in undergraduate teaching and No. 9 for innovation. Global engagement is central to Elon’s experience and the Institute of International Education has ranked the institution No. 1 in the nation for study abroad for 16 straight years.

In addition, Elon is the only university in the nation ranked in the top-20 by U.S. News for excellence in all eight academic programs “Focused on Student Success.” Elon’s more than 7,000 students prepare to become the resilient, ambitious and ethical leaders the world needs, putting their knowledge into action on campus, in the community and around the globe.

**Elon University is an equal employment opportunity employer committed to a diverse faculty, staff and student body and welcomes all applicants.**