

**St. Tikhon's Orthodox Theological Seminary**  
**Director of Student Life**

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## DIRECTOR OF STUDENT LIFE (DSL): JOB DESCRIPTION

### *Brief Summary of Position*

The mission of the Office of Student Life is to provide for the overall welfare and practical needs of the student body, with special attention given to the spiritual life of all seminarians. The Director of Student Life has general administrative responsibilities in all areas pertaining to student life, including: housing, safety and security, residential life, and the co-curriculum. In the fulfillment of his/her duties, the Director coordinates with the Rector, the Dean, the Registrar, and the Seminary Bursar, as well as the elected officers of the Student Government and the student body. The Director of Student Life is appointed by the Rector, in consultation with the Dean, and serves under the Dean's general supervision.

The Director of Student Life will be an imaginative and dynamic professional with a strong background in providing compassionate pastoral care as well as the willingness to apply norms of discipline according to the needs of the Seminary and the student body.

This leadership position will oversee and manage all aspects of the Office of Student Life, including:

- Implementing the provisions of the Seminary's *Student Handbook*, and ensuring the students' understanding of the values and stipulations of the *Student Code*;
- Supervising the overall discipline of the Seminary student body, and consulting with the Administration regarding issues of discipline within student life. In this capacity, the Director of Student Life brings allegations of disciplinary misconduct to the attention of the Seminary Administration, investigates such allegations, and makes recommendations concerning appropriate disciplinary action in accordance with Seminary procedures outlined in the *Student Handbook*;
- Serving as a member *ex officio* on the Standing Seminary Committee on Student Life and any other committees dealing with student life;
- Serving as coordinator of the Seminary's co-curriculum and approving student participation in all co-curricular activities;
- Representing the Seminary Administration at all meetings of the Student Government;
- Authorizing permission for prolonged student absences from the Seminary (excluding medical emergencies) in accordance with established procedures outlined in the *Student Handbook*;
- Coordinating with all Seminary community constituencies in matters relating to scheduled community events (i.e., church services, prayers, weekly service assignments, etc.);
- Ensuring the adequacy of health services for the student body;
- Serving as counselor to members of the student body in general academic, spiritual, and personal matters;
- Serving as an advocate for the concerns of students to various Seminary constituencies; and
- Performing such additional duties as may be deemed necessary by the Rector and/or Dean.

The ideal candidate will grasp the Seminary's experience intuitively, and will support students in the midst of the formation process toward embodying good interpersonal skills, discipline in spiritual and community life, and compassion in relating to others. The individual will also work with internal and external constituents to foster a spirit of well-being within the Seminary and throughout the greater community.

### ***Qualifications and Attributes***

The Director of Student Life's qualifications and attributes will include the following:

- Familiarity with the Orthodox Faith, core values, and practices.
- A commitment to the mission and teachings of the Seminary;
- Five to seven years of experience with a successful track record of leading persons to progressively higher levels of success whether in parish life or academic settings;
- Master's degree in a caregiving profession required, Master of Divinity a plus;
- Excellent oral/written communication and relationship-building skills;
- Strong ethical background with experience in conflict resolution, and
- Proficiency in Microsoft Word, Excel, PowerPoint; Experience working in GoogleDocs helpful.

### ***To Apply for the Director of Student Life Position***

St. Tikhon's Orthodox Theological Seminary offers a competitive salary, flexible work environment, and a benefits package. To apply for the position, please forward a cover letter, resume, three references, and three writing samples to:

Very Rev. Steven Voytovich, D.Min.  
Dean  
St. Tikhon's Seminary  
P.O. Box 130  
South Canaan, PA 18459  
[steven.voytovich@stots.edu](mailto:steven.voytovich@stots.edu)

*For more information about St. Tikhon's Orthodox Theological Seminary, please visit [www.stots.edu](http://www.stots.edu).*