



**JOB DESCRIPTION:  
DIRECTOR OF STUDENT DEVELOPMENT  
2025-2026**

**Job Summary**

The Director Student Development is a liaison between the student body and the President. He shall carry out administrative policy with a pastoral gifting for student spiritual development (discipleship) with a focus on student attitudes, needs, conduct, and spiritual well-being.

**Organizational Relationship**

The Director of Student Development is directly accountable to the President or Provost.

**Qualifications**

The Director of Student Development shall be qualified for faculty status and shall have a working knowledge of College policy and operations.

1. A Master's degree is the desired educational standard.
2. Pastoral ministry experience appropriate to the position.
3. Demonstrated ability to work effectively with people.
4. Commitment to the College Doctrinal Statement.
5. Commitment to the shepherding and discipleship needs of the students of ABC.

**Responsibilities**

1. Supervise all Student Development staff.
2. Develop and be accountable for an office budget as determined each year in cooperation with the Director of Business Administration.
3. Oversee orientation of Student Handbook.
4. Housing:
  - a. Supervise student dormitory staff (i.e. Resident Assistants/Resident Coordinators)
  - b. Assign student apartment rooms.

5. Discipline:
  - a. Implement and enforce College standards.
  - b. Take disciplinary action when College standards are violated.
6. Student Activities:
  - a. Give guidance to student council.
  - b. Give oversight to the Campus Chaplains with student social activities.
7. Publications:
  - a. Oversee and approve all student publications.
  - b. Supervise the revision of the student handbook, as needed, in cooperation with the Administration team.
  - c. Keep students abreast of upcoming activities.
8. Counseling:
  - a. Provide counseling for the students in conjunction with the Male and Female chaplains
  - b. Refer students to vocational and psychological testing as needed.
9. Spiritual Life:
  - a. Oversee College chapels.
  - b. Oversee planning of Spiritual Retreat and other opportunities for student spiritual life development.
10. Teaching:
  - a. Available to teach at least 2 class as assigned by the Dean of Academic Administration in line with giftedness and experience.
  - b. Utilize Graduate Assistants for classes taught for discipleship and professional development. This allows for a team-teaching approach if desired and for continuity when professor is absent.
11. Other duties as assigned.