

## **DEAN OF MEN/INTERNSHIP DIRECTOR**

The Dean of Men supports the Dean of Students in developing the male students on campus, by directing and managing the Student Life functions related to the male students. He counsels and supports the male Resident Director in leading the male residence assistants and students.

The Internship Director oversees the internship portion of the PHC curriculum and serves as a liaison between the students, faculty members, registrar and external entities. The Director will actively continue building a network of host organizations and help match students to the appropriate internship opportunities.

### **ESSENTIAL JOB FUNCTIONS: Dean of Men**

- Supports and upholds the policies and procedures promoted by the Dean of Students.
- Assists in selecting, hiring, training, supervising, and evaluating the Resident Directors and Resident Assistants.
- Offers spiritual and personal counsel to male students.
- Serves as a resource to the Resident Directors.
- Responds to student emergencies.
- Aids in developing short-and long-range goals, policies, and procedures for the campus community.
- Helps to monitor and cultivate the spiritual life on campus through formal and informal interactions with students.

### **ESSENTIAL JOB FUNCTIONS: Internship Director**

- Establish and maintain employer relations and evaluate internship quality.
- Communicate with students, faculty members and external entities regarding the requirements, expectations, parameters, policy, and evaluations of the internship program.
- Maintain and develop registration training videos and organize internship orientations.
- Maintain internship data to support students, faculty, and the Office of Institutional Effectiveness.
- Maintain internship website (<https://careers.phc.edu/>) that provides a venue for posting internships and job opportunities for students and alumni.
- Chair the ad hoc Internship Committee tasked with developing and maintaining appropriate protocols and plan for growth of the internship program.
- Support career fairs and national scholarship applications as needed.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree or evidence of personal and professional experiences
- Excellent oral and written communications skills
- Basic computer skills
- Knowledge of budgeting, cost estimates and fiscal management
- Attention to detail and ability to facilitate interactions with multiple entities to meet established goals
- Ability to formulate clear and reasonable objectives for the program