Assistant Dean of Student Life & Culture: Student Engagement

The Madeira School is seeking an Assistant Dean of Student Life & Culture: Student Engagement. The Assistant Dean of Student Life & Culture: Student Engagement is responsible for developing student leadership, philanthropy opportunities, and activities which foster a culture of engagement, inclusion, belonging, safety and support for each student at Madeira. The Assistant DoSL&C must ensure students understand and practice our community values of compassion, creativity, integrity, resilience and awareness of self and others with equity and inclusion at the center of their praxis. This position calls for weekend hours at least twice monthly and must live on campus.

The Madeira School is an independent boarding and day school that educates girls in grades 9-12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling 334 students from 21 states and 38 countries, Madeira was founded with the vision of leading innovation in girls' education and the mission of launching women who change the world.

The Assistant of Student Life & Culture: Student Engagement will:

- Encourage a joyful community focusing on compassion, creativity, integrity, and resilience.
- Manage and implement on- and off-campus activities (such as mall runs, museum exhibits, grocery store trips, popular area events like the Maryland Rennaissance Festival, etc.) for students, including providing guidance and coordination of adult chaperones and drivers for activities and programming.
- Develop and supervise annual club applications, charters, and faculty sponsorship; establish and facilitate philanthropic club activities in coordination with the Chief Advancement Officer.
- Create opportunities to build voice and choice among the students by engaging them to help create, plan and implement activities, programming and special events that cultivate a positive community culture in line with the mission and vision of the school.
- Ensure, through enthusiasm and promotion, students and adults are actively engaged in events, programming, and other initiatives which contribute to school culture.
- Foster inclusive student environment which values students' holistically and provides a safe space for growth and support.
- Identify and engage resources on and off campus while providing students the guidance and opportunities to practice developing social emotional skills.
- Model a passionate, dynamic, collaborative and engaged leadership approach to community building.
- Provide a guiding adult presence assisting students in developing social-emotional awareness, student leadership, and individual responsibility.
- Work with DoSL&C to mentor Madeira Student leaders, including Resident Advisors and the Student Government leaders.
- Develop and sustain communication with parents to garner enthusiastic support for student activities and initiatives.

- Provide students opportunities to build relationships with students from other schools by developing relationships with peer institutions.
- Continue adapting the structure to involve faculty & staff in identifying, planning and publicizing community culture building activities.
- Co-Supervise Red and White Team Captains with Director of Athletics

Administrative Duties

- Ensures Adult on Duty (AOD) and involved adult drivers and chaperones have information for activities and events.
- Ensures events are communicated in a timely manner and that sign-up processes are fluid and ongoing throughout the school year.
- Serves as backup to the AOD.
- Regularly contributes information regarding programming and events to Madeira's e-newsletters and publications.
- Leads the planning and executing of monthly and annual events including, but not limited to orientation programming, community dinners, some class events, and themed weeks or months such as International Week, Black History Month, Lunar New Year, etc.
- Faculty sponsor for Student Head of Day, Student Heads of Community Service, Student Welcoming and Weekend Activities Group Leadership
- Serve as a dorm director in the campus stewardship program
- Oversees the student organizations and interest groups
- Serve as parent contact in the DoSL&C office

Qualifications

- Bachelor's degree with 2-3 years of related professional experience
- Experience and enthusiasm for working with high school students
- Strong cross-cultural competencies and a commitment to inclusive and equitable practices
- Commitment to working collaboratively with adults and students
- Strong technology, administrative, management, and leadership skills
- Strong organizational, communication and interpersonal skills
- The energy and desire to work with engaged and enthusiastic students, parents, faculty and staff
- Deep personal and professional integrity and a great sense of humor

To apply, please submit your resume and letter of interest to hr@madeira.org.