

Dean of Students
Vancouver, BC (UBC Campus)
Full-time, permanent

Carey Theological College

Carey Theological College is located within the academic setting of UBC's scenic Vancouver campus. We are a small, innovative Christian college in the midst of an exciting time of growth. In addition to providing a Christian residence for UBC undergraduate students, we offer online graduate theological education to pastors and ministry leaders around the world. We act like a start-up. We expect you to take ownership of your work and put systems and processes in place. This will free you up to bring high-value, high-touch work and service to those who we serve; our students, guests and supporters. Of utmost importance, is having a heart to serve with humility.

Essential Functions/Responsibilities

The qualified candidate will be responsible for providing pastoral care and community building and engagement for our alumni, UBC student residents and theological college students. Minimum qualifications include:

- Three to five years progressively responsible pastoral experience with strong administrative skills
- Ability to operate and use cloud-based systems and develop processes and protocols around them
- Ability to deeply understand Carey's operations and objectively monitor the pulse and rhythm of the organization
- Ability to learn quick and solve problem with minimal guidance
- Demonstrated ability to work in a team environment
- Demonstrated ability to organize, prioritize and complete multiple tasks within a fast-paced work environment
- Demonstrated ability to perform work with deliberate speed and accuracy without immediate and constant supervision
- Demonstrated ability to exercise good judgment in recognizing scope of authority and protecting confidential information
- Strong customer service, interpersonal and communication skills are essential for this role
- English and Chinese (Cantonese and/or Mandarin) bilingual/trilingual language capacity is an asset

Duties include

- Provide pastoral care to the community of UBC student residents (who live on campus) and theological college students (who live in Canada and around the world)
- Develop and implement community building and engagement programs within Carey's different constituencies
- Develop and implement an alumni relations strategy within the advancement group
- Develop and maintain systems to manage the relationships and associated data
- Ensure the integration of these activities within Carey's various ministries and operations
- Provide regular reports to the executive leadership on progress towards established targets
- Other duties as may be assigned from time-to-time

Compensation

On top of your salary and vacation, a comprehensive benefits package after three months of employment includes:

- 6% matched contribution pension plan;
- extended dental and health benefits;
- life and accidental death and dismemberment insurance;
- on-campus parking discounts;
- meal discounts;
- tuition support for Carey courses; and
- professional development allowances.

This is a full-time position with the possibility of hybrid work as appropriate. The ability to legally work in Canada (as a citizen, resident or holding other current and valid work permit) is required.

We thank you in advance for your interest in this position. Interviews will take place until the position is filled with a start date as soon as possible. Applicants should submit a cover letter, resume and up to one-page description describing a project you completed (i.e. describe the goal of the project, the specific steps you took to complete it and what were the quantitative and qualitative results) to the attention of the Vice-President, Operations, Carey Theological College at careyjobpostings@carey-edu.ca.

*Carey is a ministry of the Canadian Baptists of Western Canada.