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School of Theology

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Thorneloe University is currently looking to hire a part-time Dean of Residence and Community Partner Liaison. The Dean of Residence will provide general oversight of the residence at Thorneloe University while offering personal support to residents and leadership; and training for the resident assistants (RAD's). Along with oversight of student life in residence, the position will involve serving as the first point of contact for current and future community partners renting space at Thorneloe University.

Interested applicants can submit personal resumés with a minimum of two professional letters of support to jtripp@thorneloe.ca.

Job Title: Dean of Residence & Community Partner Liaison

Start Date: August 2026

Terms of Contract: 11 month renewable part-time position (avg. 12 hrs / week)

Compensation: \$2,000 / month (off campus)
\$1,000 / month + free accommodations (on campus)

Key Responsibilities

1. Student Support & Crisis Management

- Act as a primary manager for students experiencing personal crises, mental health challenges, or difficult transitions with ongoing support and training for RAD's
- Mediate complex roommate conflicts and provide confidential, empathetic guidance to students.

2. Residence Operations & Administration

- Work with Thorneloe staff to oversee the administration of residence
- Manage the residence life budget, including forecasting expenditures and monitoring allocations.
- Receive and evaluate residence applications
- Maintain, and update the resident database, and shared folder with residence documentation (such as residence forms etc.).
- Organize and assist with residence organization and cleaning (ie. kitchen bin organizing at the beginning of the year, common space cleaning/organizing events, end of semester bulk kitchen clean ups).

3. Student Conduct & Policy Enforcement

- Serve as the chief adjudicator for residence policy violations, ensuring fair and consistent disciplinary responses.
- Maintain accurate, confidential records of incident reports and conduct outcomes.
- Review and update the residence handbook and community standards annually.

4. Residence Life & Programming

- Train, and supervise student leaders (RAD's) including facilitating meetings and maintaining regular office hours
- Give support to staff in designing a comprehensive residence curriculum that fosters academic success, personal growth, and equity, diversity, and inclusion (EDI).
- Plan and execute orientation weeks and ongoing educational/social programming.
- Attend weekly staff meetings to discuss residence life and the larger scope of Thorneloe operations
- Attend residence events (games nights, socials, etc.)

5. Community Partner Liaison

- Act as the first point of contact with existing and potential community rental partners to maintain professional and communicative relations.
- Liaise with appropriate staff member(s) to address any questions or concerns from community rental groups in a timely manner.

- Be available to respond to community renters during bookings (on-call).

Qualifications & Education

- Education and/or experience in areas of leadership, communications and conflict management
- Experience with residence life is an asset.
- Have a driver's license and access to vehicle while being available on-call for urgent residence related emergencies
- Possess strong verbal and written communication skills
- Ontario Context: Knowledge of the *Ontario Human Rights Code*.