

2025 ASSOCIATE DEAN OF STUDENTS



REPORTS TO:

Dean of Students

Melissa Edwards, Director of Education

The Associate Dean of Students, Dean of Students and the counseling staff provide EMF students with support and guidance as they meet the daily challenges of the program.

The Associate Dean of Students, as a member of EMF's leadership, shares responsibility for the welfare of the student body. They play a pivotal role in preparing, leading, supervising and supporting the festival's counseling staff and in ensuring that students are well-supervised and that issues, should they arise, are dealt with promptly and professionally.

THE ASSOCIATE DEAN OF STUDENTS WILL:

- Be responsible for students' psychological and physical welfare. In some cases this may mean deciding to involve parents and health care professionals to ensure the welfare of a student. This also means working with the counseling staff to maintain a high level of student morale.
- Work with students and faculty to resolve day-to-day problems, including physical well-being, attendance, attitude, etc.
- Implement all policies and procedures as described in the EMF Student Handbook. In cases involving potential dismissal of a student, the Assoc. Dean of Students, the Dean of Students, the Director of Education, and the Executive Director will form a special panel to review each case. (The panel may also include selected board, faculty and staff members, as required. A decision of dismissal may be made only by the full committee and not by any individual member of the committee)
- Communicate with parents regarding student emergencies, discipline problems, health concerns, etc. Any serious disciplinary action (e.g. dismissal) must be approved first by the committee named above before being communicated to a student's parents
- Maintain strong communications with the counselors
- Maintain regular office hours, to be approved by the Dean of Students and Director of Education
- Meet regularly with the counseling staff, the Dean of Students, and the Director of Education for routine discussions and problem-solving
- Supervise the work of the counselors, including the establishment and enforcement of residence hall rules, curfew, visitation, and quiet hours
- Work Counselor Office shifts, as needed
- Oversee communication of student transportation and procurement of vehicles
- Be accessible at all times in case of emergency
- Ensure that adequate supervision is provided for all off-campus trips

REQUIREMENTS:

- An undergraduate degree (Master's degree preferred but not required) and experience in counseling (or related field)
- Strong communication skills, problem solving skills and leadership qualities, including team and relationship building
- Ability to adapt to and work in a fast-paced environment
- Ability to work with people of a variety of ages, backgrounds, and personalities
- Strong organization skills, attention to detail, flexibility, and patience

All summer staff members are encouraged to attend a wide variety of concerts, educational programs, fundraising events, etc., to gain a thorough understanding of all aspects of the artistic and administrative activities of the Festival. Summer staff may occasionally be assigned to projects outside of their position descriptions, as needed.

Preference will be given to candidates who are age 23 or older. A valid U.S. driver's license and clean driving record is required.

STIPEND: \$3,000 plus room and board and Campus Cafeteria Meal Card OR \$300 food stipend.

ARRIVAL DATE: Monday, June 23, 2025

DEPARTURE DATE: Monday, August 4, 2025

APPLICATION PROCESS

Please email your resumé, cover letter, and a completed EMF Summer Staff Application Form to jobs@easternmusicfestival.org with the subject line "EMF Summer Work." Download the EMF Summer Staff Application Form from easternmusicfestival.org/employment/. Deadline for receipt of application is **February 27, 2025**.

QUESTIONS?

jobs@easternmusicfestival.org

(336) 333-7450 ext. 222

About Eastern Music Festival:

For over six decades, Eastern Music Festival (EMF), a nationally recognized classical music festival and summer educational program, is produced each summer on the campus of Guilford College in Greensboro, North Carolina. EMF is distinguished by its accomplished faculty, exhilarating repertoire and performances, and renowned visiting artists under the artistic direction of Gerard Schwarz. A powerful teaching institution, EMF provides encouragement and guidance to hundreds of young musicians from across the country and around the globe as they take their first steps towards careers in the performing arts. EMF's five-week 64th season is June 28 – August 2, 2025. For more information, visit easternmusicfestival.org. Follow EMF on [Facebook](#), [Instagram](#), and [YouTube](#).