

Assistant Dean of Academic Administration

Northern Seminary seeks applications for the position of Assistant Dean of Academic Administration. This is a part-time position (approximately 20 hours per week) reporting directly to the Vice President of Academic Affairs. The Assistant Dean of Academic Administration supports the work of the Dean's Office, with specific responsibility for institutional accreditation and comprehensive assessment.

This person must have excellent oral and written communication skills; familiarity with accreditation standards of the Association of Theological Schools (ATS) and institutional self-study processes; understanding of institution comprehensive self-assessment (ranging from: measuring student learning in terms of outcomes to achievement of broad institutional goals); understanding of issues and trends in theological higher education; and proven commitment to the life and ministry of a local congregation. The seminary will consider outstanding candidates with the capacity to quickly learn and assimilate the fields of assessment and accreditation.

Duties and Responsibilities:

Oversee and manage all issues related to accreditation. Remain abreast of all policies and standards connected to accreditation with ATS, including changes being considered and trends in other ATS accredited institutions. Direct processes necessary for fulfillment of accreditation requirements. Create a plan for maintaining records related to comprehensive self-assessment. Write and submit required accreditation-related reports. Manage formal Self-Study program, both on-going and specific activities leading to a 2017 visit by ATS. Lead the seminary in managing and continuously improving the Student Learning Comprehensive Assessment Program. Work with faculty to create and measure continuous quality improvements in student learning outcomes. Develop an on-going comprehensive assessment process for evaluating the broader work of the seminary, including procedures for continuous institutional improvement. Assist with other projects in the Dean's Office as needed.

Position Specifications:

Prefer a minimum of three years administrative experience in a higher education setting; master's degree or higher related to institutional assessment, religion or theology preferred.

Equal Opportunity Employer/Statement of Faith:

Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates. Northern Seminary seeks candidates that are dedicated followers of Christ and have a sincere desire to be an integral part of the mission of the Seminary. Applicants are encouraged to visit the seminary website in order to review the Faith, Vision, and Community Standard Statements.

Applicants should email a cover letter and resume to Christie Linsner at clinsner@seminary.edu by October 17, 2014. Please see our website for additional information about the Seminary at www.seminary.edu.