

MULTNOMAH



EMPLOYMENT OPPORTUNITY

Date: July 3, 2013

Closing Date: When Filled
Anticipated Start Date: January 1, 2014

Job Title: Seminary Academic Dean

Reports To: Provost

Job Description:

Institutional Responsibilities (15%): Support the overall mission of Multnomah Biblical Seminary & Multnomah University through effective planning, budgeting, reporting, evaluating, and communication with the Provost and President.

- Support Multnomah's mission, and annually:
 - Sign Multnomah's doctrinal statement.
 - Sign Multnomah's value statement.
 - Agree to Multnomah's mission statements.
- Prepare and submit an annual budget.
- Participate in departmental strategic planning.
- Submit annual staff evaluations.
- Submit an annual seminary report to the Provost.
- Meet regularly with the Provost.
- Serve as a staff liaison on the board's Seminary Oversight Committee.
- Serve on committees and complete special projects as requested by the Provost.
- Represent Multnomah to outside constituencies as appropriate.

Administrative Responsibilities (20%): To provide leadership in attaining the educational goals of Multnomah Biblical Seminary.

- Develop and maintain an effective seminary organizational structure.
- Supervise the seminary's Internship Director.
- Supervise the seminary Placement Director.
- Oversee the recruitment, orientation, training, and evaluation of staff
- Coordinate recruitment and retention efforts with the Vice President of Enrollment Management.
- Supervise the seminary's Director of the Institute for the Theology of Culture.
- Supervise the Director of Seminary Connect, the online program.

Educational Responsibilities (10%): To maintain effectively the academic affairs of Multnomah Biblical Seminary.

- Supervise the development of educational policy, curriculum, and, programs.
- Maintain the recognition, and accreditation of the seminary before appropriate agencies (such as the State of Oregon, ATS, NWCCU, and ABHE).
- Oversee the regular evaluation of current educational programs through alumni surveys, student evaluations, and internal assessment.
- Oversee the seminary's summer school program.
- Supervise the budgeting and staffing of the Institute for the Theology of Culture (New Wine, New Wineskins) and the publishing of the Cultural Encounters Journal.

Faculty Oversight Responsibilities (20%): To ensure faculty leadership that is spiritually and academically superb to meet the spiritual, mentoring, and community-building goals of the seminary.

- Recruit prospective seminary faculty to the Provost.
- Orient new faculty to the philosophy, distinctives, and tradition of the seminary.
- Promote the personal, social, professional, and spiritual community of the seminary faculty.
- Assess faculty effectiveness and recommend to the Provost appropriate recognition, promotion, or termination.
- Chair the seminary faculty meetings, appoint faculty to appropriate committees, and serve as an ex officio member of all committees.
- Facilitate faculty decision-making through leading the Seminary Dean's Council.

Students and Student Life Responsibilities (10%): To ensure the academic, social, ministerial, personal, and spiritual development of the seminary student.

- Oversee student orientation.
- Supervise the seminary Dean of Students and coordinate with the university Student Services Dept.
- Ensure the provision of single and married seminary student housing.
- Plan and oversee the spiritual life of seminary students through curricular and extracurricular programs.

Teaching Responsibilities (25%): To provide excellent instruction and effective learning in the classroom and related activities.

- Teach courses in the dean's academic discipline on a regular basis.
- Teach an average of 6 semester hours per academic year on the seminary level.

Qualifications:

- Possess an earned terminal graduate academic degree (Th.D., Ph.D., D.Min. or their equivalent) in an appropriate discipline.
- Possess proven experience in academic administration and curriculum planning.
- Possess demonstrated supervisory and people-management skills.
- The employee will have received Jesus Christ as his/her personal Savior. John. 1:12
- The employee will be in basic agreement with the institution's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- The employee will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- The employee will be a regular participant in a local, evangelical church.

Compensation: Salary depending on experience

Full Time with Medical and Dental Benefits starting the first day of the month following one full month of employment.

To Apply: A letter of application, curriculum vitae, and letters of reference submitted to Dr. Wayne G. Strickland, VP/ Provost of Multnomah University. Applicant must be willing to sign Multnomah's doctrinal and value statements, and reference release forms. An interview may be arranged after your file is complete.

If it's Bible you want, then you want Multnomah!

MULTNOMAH UNIVERSITY

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