

**Position Description for
Associate Dean of Academic and Student Affairs**

Classification:

Exempt

Salary Grade/Range:

Dependent on education and experience

Position Title:

Associate Dean of Academic and Student Affairs

Reports to:

Vice President of Academic Affairs and Academic Dean

Date Created/Revised:

January 24, 2022

Institutional Context and Commitments:

Phillips Seminary is affiliated with the Christian Church/Disciples of Christ. Located at the trifinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street, Phillips is committed to justice initiatives and relational solidarity. In 2021, the city of Tulsa commemorated the 100th year anniversary of the 1921 Race Massacre. The Massacre has been identified as the worst race massacre in American history. We are passionately committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Mission of Position:

The Associate Dean will provide visionary leadership for the Seminary as it prepares learners to be religious leaders; will bring innovative expertise for the enhancement of academic programming; will oversee assessment systems and support accreditation work; will engage and negotiate with the entire student community in all areas of student affairs; will serve as a strategic collaborative leader and general supervisor over administrative activities related to student success and services; motivate, inspire, facilitate, and initiate student success and retention; will provide leadership for creating and maintaining effective practices within Student Services; will coordinate services to students, faculty, staff and community members.

Required Qualifications – Education, Skills, Knowledge and Abilities:

- PhD/ABD considered, PhD/ThD preferred with combination of education and experience
- At least three years of increasingly responsible office experience in a related field, with a high degree of autonomy.
- Experience working effectively within a complex organization.

- Exceptional organizational skills and ability to respond appropriately to pressure, deadlines and frequent changes in priorities and schedules.
- Excellent technology skills and fluency in computer applications. MS Office required.
- Excellent written communication and interpersonal skills.
- Ability to work independently and collaboratively as a member of a team with tact and diplomacy.
- Engage in recruiting efforts and retention practices
- Excellent judgement in working with confidential information.
- Commitment to diversity, inclusion, and cultural awareness through actions, interactions, and communications with others.

Preferred Qualifications:

Preferred, but not required: Experience with Canvas, Google docs/forms

Experience:

Significant academic leadership experience is required with a demonstrated history of successful innovative and creative leadership initiatives. A record of excellent teaching experience is preferred. An understanding of educational best practices and current educational policies, issues and challenges are necessary. Successful experience motivating, mentoring, counseling, coaching, evaluating, developing, and disciplining staff as appropriate with sound supportive leadership and supervisory skills. Must be detail-oriented, well-organized, and able to deal effectively with staff and students. Demonstrated ability as a flexible planner with a sense of humor, integrity, and creative problem solver. Demonstrated excellent interpersonal communication and presentation skills, both written and oral, which transcend diverse audiences.

Essential Function:

1. Provide general oversight and supervision for staff in Student Affairs. Attend to select student issues involving Academic Affairs which may include academic policy enforcement and advising, special programs and services, career services, student support services, student life, Admissions, student orientation, Financial Aid, counseling services, and Student Success. Lead student services initiatives including strategic enrollment planning and retention.
2. Plan, implement, and administer goals and objectives and develops policies, procedures and interventions that promote student success practices.
3. Provide planning and operations assistance to executive management through active participation and leadership on task forces, committees, and councils.
4. Develop and presents reports and recommendations for a variety of programs and integrates the functions of the division in a manner that is responsive to student needs, the campus, and the community.
5. Work collaboratively with instructional faculty and academic support programs to facilitate and enhance student success programming.
6. Represent Phillips at community functions.

Assessment Responsibilities

1. Evaluate, communicate, and lead change in the areas of academic and institutional effectiveness.
2. Serve as accreditation liaison officer for the Association of Theological Schools and the Higher Learning Commission and is actively involved the re-accreditation process.
3. Document all aspects of assessment plans, implementation activities, and progress toward achieving assessment goals in accreditation, student learning outcomes, program review and the educational goals.
4. Provide leadership, guidance, and supervision for an effective data-driven analytical framework for academic assessment and continuous compliance with the institution's accrediting bodies
5. Educate faculty and staff regarding accreditation and assessment processes and build their awareness and involvement.
6. Coordinate and monitor faculty and staff development and training regarding assessment.
7. Remain current regarding best practices in assessment and accreditation policies and policy changes.
8. Other duties as assigned by the Vice President of Academics Affairs

Application Instruction:

Please email a cover letter expressing interest in the position, being as specific as you can, and detailing relevant professional experience, education, and training, along with a resume, including the names and contact information of at least three professional references to PhillipsHR@ptstulsa.edu.

Non-Discrimination Statement

Phillips Theological Seminary accords equal rights and privileges to all members of the Seminary community. In the administration of its policies and procedures related to admissions, financial aid, academic programs, and hiring, the Seminary does not discriminate on the basis of race, color, national or ethnic origin, age, gender, gender identity, sexual orientation, or disability.

Background Check:

Employment in this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to Phillips Seminary. A criminal conviction will not automatically disqualify an applicant from employment. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.