



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Associate Academic Dean</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt
<b>Department:</b>	Seminary Instruction	<b>W/C Classification</b>	8868 – Faculty/Administration
<b>Reports To:</b>	Provost	<b>Compensation</b>	TBD

## SUMMARY

Advance the mission and vision of TMUS by serving under the Provost in providing leadership and oversight for the academic operations of The Master's Seminary. Working in close coordination with the Provost, Dean of Faculty, department heads, and faculty committees, the Associate Academic Dean oversees curriculum administration, institutional assessment, program review, accreditation support, academic policy implementation, and student academic processes.

The Associate Academic Dean helps ensure that the seminary's academic programs operate effectively and remain aligned with the institution's doctrinal commitments, educational mission, and accreditation requirements. Particular emphasis is placed upon maintaining academic quality, strengthening institutional effectiveness, supporting faculty and departments in assessment processes, and promoting excellence in pastoral ministry preparation. As both administrator and faculty member, the Associate Academic Dean models theological faithfulness, scholarly rigor, administrative competence, and pastoral character in service to the mission of The Master's Seminary.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Academic Administration
  - Assist the Provost in overseeing all academic programs and institutional academic operations.
  - Coordinate implementation of curriculum policies and academic procedures.
  - Oversee catalog updates, academic forms, and academic policy documentation.
  - Coordinate academic scheduling processes in conjunction with department heads and the Registrar.
  - Assist in maintaining alignment between curriculum and the seminary's doctrinal commitments.
  - Serve on the Academic Committee and assist in coordinating academic planning initiatives.
- Student Academic Affairs
  - Oversee student academic advising structures in conjunction with department heads and Student Services.
  - Supervise academic probation, academic appeals, graduation audits, and academic standing processes.
  - Supervise the Registrar and assist in maintaining academic records integrity.
  - Coordinate commencement-related academic processes.
  - Support student retention efforts in collaboration with the Dean of Students and Student Services.
- Program Review & Institutional Assessment
  - Direct and coordinate annual program reviews on the institutional review cycle.
  - Oversee collection, organization, and analysis of student assessment data across all academic programs.
  - Assist departments in developing assessment plans, learning outcomes, and signature assignments.

- Prepare annual institutional assessment summaries for leadership, faculty, Board reporting, and accreditation purposes.
- Coordinate annual department review processes.
- Assist in maintaining institutional assessment systems and documentation.
- Accreditation & Compliance
  - Assist the Provost in accreditation coordination with ATS, WSCUC, and governmental agencies.
  - Coordinate accreditation reporting, data collection, and site visit preparation.
  - Oversee institutional effectiveness documentation and assessment reporting.
  - Assist with compliance requirements related to academic operations, including FERPA and institutional reporting obligations.
  - Coordinate institutional academic data collection for accreditation and strategic planning purposes.
- Faculty & Department Support
  - Support department heads in curriculum planning and academic assessment.
  - Assist faculty with assessment reporting, academic procedures, and program review preparation.
  - Coordinate faculty participation in institutional assessment processes.
  - Assist in implementing faculty development initiatives related to assessment, pedagogy, and academic effectiveness.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Working knowledge of ATS, WSCUC, and higher education accreditation standards and compliance requirements.
- Strong leadership, project management, and organizational skills.
- Ability to work collaboratively with the Provost, Dean of Faculty, department heads, faculty, and staff.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Strong written and verbal communication skills, especially in reporting and faculty interaction.
- Ability to analyze academic and institutional data and translate findings into actionable improvements.
- Commitment to pastoral ministry preparation and the integration of academic rigor with spiritual formation.
- Demonstrated spiritual maturity, relational wisdom, integrity, humility, and alignment with the mission and culture of The Master's Seminary.
- Must successfully pass a background investigation.

## SUPERVISORY RESPONSIBILITY

- Oversee the direct reports within the Seminary Instruction department.
- Assign, plan, and oversee the work of assigned departmental staff.
- Support in training employees, verify timecards, and monitor budget.
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.

## EDUCATION AND EXPERIENCE

- Terminal degree appropriate to teaching discipline.
- At least seven-years' experience in an academic administration role.
- Proficient in Microsoft Office Suite or similar software.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Travel, Some Travel or No travel with overnight stay expected.

## ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of, or combination of, race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.