Position Description

Position: Associate Academic Dean
Department: Academic Affairs
Full-time or Part-time: FT Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PTS Office Hours; flexible/variable based on programming needs
Reports to: Dean and Vice President of Academic Affairs

Job Purpose: Reporting to the Dean and Vice President of Academic Affairs, the Associate Academic Dean supports the Academic Dean in strategic planning initiatives, budgeting, and curricular matters; supervises the Center Directors; and assists the Dean with oversight of Field Education and the Library. The person works closely with the Academic Dean in the design and implementation of new degree programs and in the regular review and revision of current programs. The Associate Academic Dean supervises the Coordinator of Academic Advising and Student Retention. This position is a 12-month, full-time, non-teaching, non-tenure track, on-campus administrative position.

ESSENTIAL FUNCTIONS

Academic Planning and Budgeting 30% of time

- Assist the Dean and Vice President of Academic Affairs by providing leadership in and management of departmental functions within Academic Affairs to support the achievement of the seminary’s strategic initiatives and educational goals.
- Oversee the ongoing refinement and implementation of the strategic plan initiatives related to Academic Affairs; update progress.
- Oversee the development and regular review of the Academic Affairs Department budget.
- Assist the Dean in online, hybrid, and residential academic program development, implementation, and evaluation.
- Oversee the curricular components of the hybrid, online Master of Arts in Theology (MAT) degree and any future tracks or degrees. Update website and other degree-related information as needed.
- Monitor, analyze, and direct the development and implementation of programs, policies, and procedures to enhance educational effectiveness and operational efficiency.
Supervision of Academic Units  
30% of time

- Supervise and facilitate the work of:
  a. Coordinator for Academic Affairs
  b. Coordinator of Academic Advising and Student Retention
  c. Executive Director of the Hispanic Theological Initiative
  d. Directors of the Centers
     i. Betsy Stockton Center for Black Church Studies
     ii. Center for Asian American Christianity
     iii. Center for Barth Studies
     iv. Center for Contemplative Leadership
     v. Center for Theology, Women, and Gender

- Hold regular meetings with Center Directors to update, strategize, and plan.
- Provide guidance as needed to the Coordinator of Academic Advising and Student Retention, especially regarding Disability/Accessibility Services.
- Supervise, oversee, coach, direct, mentor, counsel, and evaluate personnel in concert with seminary policy.

Collaboration with Campus Partners  
20% of time

- Serve on committees as assigned by the President and/or Academic Dean.
- Support the work of the Faculty Executive Committee.
- Attend faculty meetings and speak to issues upon invitation.
- Serve as the Academic Affairs representative for market research efforts regarding new degrees and new degree emphases.
- Advocate for the needs of Centers Directors and other staff in Academic Affairs with other seminary colleagues.
- Collaborate and serve as a liaison for Academic Affairs with various campus partners in initiatives and projects as needed and as time permits.

Assistance with Academic Affairs Personnel  
20% of time

- Work with Academic Affairs staff to resolve issues and determine solutions related to policies, processes, administrative department concerns, staff relationships, work efficiencies, supervisory issues.
- Write position descriptions or review those written by others within Academic Affairs.
- Work closely with HR on posting of positions, hiring, and onboarding.
- Engage in employee searches as appropriate.
- Address the professional development and training needs of staff within Academic Affairs.

QUALIFICATIONS AND SKILLS

- PhD in higher education administration, theological education, or related field.
- 5+ years as an administrator in a higher education institution.
- Understanding of theological education a plus.
• Experience with supervision and mentoring.
• Demonstrated administrative skills along with interdepartmental collaboration and leadership.
• Expected leadership qualities include capacity for self-reflection, emotional intelligence, tolerance for ambiguity, and skill in leading groups toward common goals.
• Experience in and passion for leading change.
• Commitment to lifelong learning and continuous improvement in leadership development.
• Work independently with little direction.
• Plan and organize a diverse portfolio of work.

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

To apply: Interested candidates should submit a cover letter, resume/curriculum vitae, and the names and contact information for three references to the Human Resources Office at Princeton Theological Seminary at hr.office@ptsem.edu. Review of applications will begin immediately and continue until the position is filled.

3.07.24