

Position Announcement

Northern Seminary in Lisle, Illinois, invites qualified candidates to apply for the following position:

Chief Administrative Officer

Position description:

This position will report directly to the President and work closely to implement the strategic vision of the seminary, develop clear communication systems across all of the seminary's networks, and integrate efficient systems across all departments.

Well-qualified candidates will possess the following skills

- Excellent verbal skills with expertise in organizational communication
- Proven ability to implement decisions and organize teams
- Background in higher education preferred
- Experience with conflict management and team cohesion
- Ability to work in a fast paced, growing environment
- Ability to travel to off-site locations and work in the complex environment of graduate theological education
- Skills in management and ability to direct a variety of short and long term programs
- Based in Chicagoland area
- Ability to connect to constituents, supporters, students, and churches
- Proven ability to take ideas and formulate plans of actions across teams
- Alignment with Northern's mission, core values, statement of faith, and vision

Persons of color and women are encouraged to apply.

Position Summary:

Founded in 1913, Northern is an evangelical seminary with historic ties to the American Baptist Churches/USA. Northern has a highly diverse educational context in terms of gender, race, age denomination and culture. From its founding, Northern has been fully supportive of women in ministry. (For further historical information visit: www.seminary.edu/history)

Equal Opportunity Employer:

Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.

Interested applicants should send a cover letter along with their C.V. or resume to the address below. Further information and position descriptions may also be obtained by contacting:

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Northern Seminary's website: www.seminary.edu