

**NORTHERN SEMINARY
LISLE, IL**

SEMINARY NOW

Position Title: Director or Assistant Dean, subject to qualifications

Department: Seminary Now

Status: Full-Time; Exempt

Reports To: Executive Director of Seminary Now

Position Summary: Provides academic leadership of Seminary Now's for-credit programming.

How To Apply: Applicants should submit a resume to Dr. Jason Gile at director@seminarynow.com. Applications will be reviewed on a rolling basis until the position is filled.

Knowledge and Skills: The Assistant Dean should possess a doctorate in a theological or ministerial field as well as excellent administrative, interpersonal, intellectual and leadership skills. The candidate will demonstrate aptitude for academic administration and educational technology. This person must be able to assume responsibility without direct supervision; exercise initiative, judgment, discretion; comprehend complex matters related to seminary work; have excellent writing and verbal skills; work in a team environment with other staff; and make decisions within the scope of assigned authority. A clear Christian commitment is expected.

Duties and Responsibilities:

- Launch the "Seminary Now 3.0" Program, including:
 - lead the final design process
 - development of technology/systems
 - development of student experience
- Manage the development of Seminary Now's for-credit courses, as directed by the Executive Director, in coordination with partner seminaries, meeting academic standards
- Work with the Director of Product Development to produce video content that undergirds the Seminary Now for-credit courses
- Schedule course offerings, in consultation with the Executive Director

- Manage accreditation matters, in coordination with partner seminaries
- Oversee the student experience and ensure student satisfaction
- Manage partner relations viz. for-credit courses, including:
 - Partner satisfaction
 - Policies and procedures
- Manage student and other academic issues, in coordination with partner seminaries, including:
 - Student complaints
 - Student discipline (e.g., plagiarism)
- Oversee and coordinate academic support personnel / tutors
- Own grant “key performance indicators”: responsibility to achieve the outcomes as well as monitor and report on metrics regularly
- Lead program assessment of the Seminary Now 3.0 program
- Direct assessment of learning outcomes for Seminary Now for-credit courses
- Draft grant reports
- Serve as a member of the Seminary Now team
- Support Seminary Now broadly with miscellaneous tasks, as assigned
- Attend staff meetings

Education, Work Experience and Personality:

- A doctorate in a theological or ministerial field preferred; a masters degree will be considered.
- Experience or aptitude for academic administration expected.
- Proficiency in educational technology, digital media, and Learning Management Systems.
- Must be able to converse and write well.
- Relevant experience in an office environment, including demonstration of leadership abilities
- Character, values and ability to work in partnership with the Executive Director.

Working Conditions

- In-office work in Northern’s Lisle, IL, headquarters preferred. Hybrid or remote will be considered.
- Office environment – ability to work in a fast-paced and stressful environment

- Ability to travel to Chicagoland filming locations and work on-site
- May be sitting for long periods of time
- Use of computer – may be looking at computer screen for long periods of time
- Must be able to lift more than 10 pounds
- Ability to travel to represent Seminary Now or Northern Seminary

Core Values

The candidate will demonstrate these values:

Biblical leadership

Diversity

Academic Richness

Innovative Community of Learners

Pastoral/Missional Mindset

Financial Affordability

Equal Opportunity Employer/Statement of Faith

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern's statement of faith and standard of conduct.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday