

Job Title: Vice President of Academic Affairs

Organization: International Theological Seminary

Location: West Covina, CA

International Theological Seminary (ITS) is dedicated to academic excellence in theological education and preparing pastors and leaders for the global church. Committed to fostering a vibrant, diverse learning community rooted in Christ-centered values, we seek a dedicated and visionary leader to lead our faculty team and uphold our mission.

Job Description:

As the Vice President, he or she will play a pivotal role in cultivating a learning community committed to our mission and values. His/her responsibilities will encompass overseeing the faculty and academic programs and ensuring students' success in preparation for various Christian ministries.

Key Responsibilities:

- Build, develop, and lead a faculty team dedicated to academic excellence and committed to Christ and the seminary's mission.
- Chair and preside over all faculty meetings, ensuring effective communication with the faculty and implementation of academic decisions.
- Oversee annual updating of policies outlined in the Faculty Handbook and the Academic Catalog to reflect current standards and practices.
- Maintain the faculty files and regularly evaluate faculty performance to uphold academic excellence and provide guidance for professional development.
- Organize colloquiums, lectures, faculty workshops and development programs, and related activities to enhance educational effectiveness.
- Coordinate faculty teaching loads, committee appointments, and leaves of absence in accordance with institutional policies.
- Provide oversight and guidance to the Deans of the Korean and Chinese departments to ensure the departments' alignment with the seminary's academic standards and policies.
- Supervise the directors of online and non-degree programs
- Participate in the Curriculum Review Committee to assess and revise academic curriculum.
- Collaborate with designated academic officers to oversee annual course schedules and teaching plans.
- Fulfill teaching responsibilities as needed.

Additional Administrative Duties:

- Supervise the Registrar to ensure students' academic eligibility for graduation.

- Oversee the admissions process and give guidance to the Director of Admissions for eligibility in keeping with the school's policy.
- Assist the President in obtaining and maintaining necessary licenses and accreditations.
- Provide oversight and guidance to the librarian on matters related to the library.
- Serve on the Board's Academic Committee
- Submit annual reports to the President and the Board.
- Undertake additional responsibilities as assigned by the President to support institutional goals.

#### Qualifications:

- M.Div. preferred; Th.D. or Ph.D. in a traditional theological discipline required.
- Proven administrative experience in higher education.
- Demonstrated commitment to the seminary's mission and values.
- Experience working in multicultural environments and fostering diversity.
- Proficiency in online teaching methodologies and practices.
- Excellent communication, leadership, and interpersonal skills.
- Highly motivated and adept at initiating tasks independently and collaborating effectively with a team
- Possess flexibility to handle various job responsibilities.

#### Application Process:

Interested candidates are invited to submit a CV and a cover letter outlining their understanding of ITS' unique mission and goals and how their experience and interests align with them. Please send your application materials to [jobs@itsla.edu](mailto:jobs@itsla.edu) by March 31, 2024.

#### Employment Details:

- Full-time position, exempt status.
- Salary commensurate with experience and qualifications