

Job Title: Assistant Dean / Dean of Graduate Studies

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.

This below is a joint appointment for two distinct positions, i.e. instead of hiring two people for a part-time position each, one person will be hired full-time to do both jobs.

Job Description(s):

As the Assistant Dean, he or she will play a pivotal role in cultivating a learning community committed to our mission and values. His/her responsibilities will encompass:

- helping the Dean & VP of Academic Affairs oversee the faculty and academic programs and ensuring students' success in preparation for various Christian ministries
- leading curriculum review committee
- building up of the faculty, graduate program, and planning of the annual teaching plan and quarterly class schedule
- Another primary responsibility that is unique to the Assistant Dean is oversight of the Program Assessment. This requires working with the Registrar to gather data and produce analyses.

As the Dean of Graduate Studies, he or she will:

- be in charge of providing academic direction, supervision and planning of the Doctoral (DMin and DICS) programs of the seminary
- assist in the examination and evaluation of all applicants for graduate studies
- provide necessary academic guidance for graduate students, to review their files and recommend them, when eligible, for graduation
- serve as one of the members of the editors of the seminary journal publications
- work closely with the directors of the English-language, Chinese-language, and Korean-language programs
- submit progress reports for each doctoral student (including helping to assign thesis supervisors and setting up the defense)

APPOINTMENT

Both of these positions are recommended by the President and appointed by the Board of Trustees

Key responsibilities for both positions:

- teach one course/quarter, which is part of expectations of all administrative officers who are also considered resident faculty.
- serve in any committee deemed necessary.
- help build, develop, and lead a faculty team dedicated to academic excellence and committed to Christ and the seminary's mission.
- help ensure effective communication with the faculty and implementation of academic decisions.
- help 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.
- (if needed) organize colloquiums, lectures, faculty workshops and development programs, and related activities to enhance educational effectiveness.
- 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.
- serve on the seminary's Academic Committee.
- submit annual reports to the Dean and the President.

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's unique mission and goals and how their experience and interests align with them. Please send your application materials to jobs@itsla.edu by August 15, 2024.

Employment Details:

- Full-time position, exempt status
- Salary starting at \$65,000 yearly, commensurate with experience and qualifications
- Health care benefits not included