



NORTHERN
Seminary

Academic Department Manager

The Academic Department Manager provides the department with a wide range of administrative, research, hospitality and project expertise and support. The ADM will plan and carry out assigned administrative functions for both on-campus and off-campus events including coordination of special projects. The ADM will make decisions and communicate, as authorized, on the Provost/Dean's behalf, and serves as the central link for the Provost/Dean interfacing with faculty, staff, students, board of trustees, administrators, and guests of the Academic Affairs office and CWL.

Applicants should email a cover letter and resume, describing the candidate's experience as relevant to the position. Applications will be reviewed on a rolling basis and will continue until the position is filled. Applicants may request a complete copy of the position description from the President's office below. Northern's vision is to lead the church and engage the world by providing sustainable facilities, training successful students, and strengthening churches.

Northern Seminary
c/o Donald Butler
dbutler@seminary.edu
410 Warrenville Road, Suite 300
Lisle, IL 60532

Position Title: **Academic Department Manager**

Department: Academics

FLSA Status: Full-Time

Reports to: Provost

Primary Responsibilities:

- Oversee the day-to-day operations of the Provost/Dean's office. Establish and maintain office procedures that ensure smooth operation of the office, timely retrieval of information and confidentiality.
- Contribute to correspondence, reports, and other material in anticipation of needed documentation for the Executive's office.
- Act as project lead on special projects as determined by the Provost/Dean.
- Facilitate Faculty hiring, onboarding processes/contracts, evaluations, and exits
- Coordinate with HR regarding Academic personnel issues
- Oversee Academic Department Budget
- Oversee Faculty Handbook upkeep and distribution
- Manage general data analysis for Academic Department
- Manage faculty assessment schedule (sabbaticals, annual load sheets, and yearly reports from faculty)
- Manage material for faculty meetings and take minutes and secure site for annual Faculty Retreat
- Coordinate adjunct faculty teaching loads and submit requests for teaching to business office

- Oversee Course Evaluations
- Oversee Academic Assessment Procedures
- Oversee Student Journey process and coordination
- Prepare script for Provost/Dean for commencement

Required Skills/Abilities

- Knowledge of and in agreement with the mission and values of Northern Seminary.
- Knowledge of methods and techniques used in busy office environments.
- Some knowledge of marketing and social media is preferred.
- Ability to manage multiple projects with competing levels of priority in a timely fashion.
- Outstanding verbal and written communication skills, with an attention to detail.
- Ability to assume responsibility without direct supervision, exercise initiative, judgment, and discretion
- Ability to develop and maintain effective working relationships within the Seminary.

Education and Experience

- Bachelor's degree in related field and/or experience.
- Proficiency in CRM software which including but not limited to Salesforce.
- General knowledge of computer programs, database software Populi, social media, and expertise in Excel and MS Word.
- Collaborative organizational and networking skills.
- Strong administrative follow up and time management abilities.
- Demonstrated ability to take initiative and carry a project from start to finish.

Core Competencies:

- Communication: Strong verbal and written skills with attention to detail
- Agreement. Complies with the Seminary Faith and Community Standard statements.
- Interpersonal Relationships. Promotes harmony and cooperation within working relationships; effectively addresses and resolves conflicts with others.
- Initiative and Self-Reliance. Takes action without direction; uses sound judgment in decision making; looks for new and better ways to accomplish goals.
- Trust and Integrity. Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values
- Innovative creativity to elevate overall brand in a way that reflects our niche market.

Our Core Values

The Academic Advisor and Retention Specialist will reflect these values:

- International, Interracial, Intercultural and Mutual - We are strongest when we reflect the breadth of Christ's church through intentional efforts to be agents of reconciliation and people who affirm the equal calling of women and men to lead the church and engage the world. Our graduates, faculty and staff demonstrate God's love around the world and across lines of culture, race and gender.
- Pastoral/Missional Mindset - The Gospel is best proclaimed and shared by equipped church leaders who are committed to mission, prayer, faith, compassion.
- Servant Leaders - We best serve our students and their churches when we are resourceful, strategic, and capable, relying on integrity to guide all interactions.

- Teachable – in relationship with God as we pursue His wisdom and study His Word.

Working Conditions

- Staff meetings are monthly, with regular weekly department meetings.
- Office environment – ability to work in a fast paced and demanding environment. May be sitting for long periods of time.
- Use of computer – may be looking at computer screen for long periods of time
- Must provide own form of transportation

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.

The above statements are intended to describe the general nature and level of work.