

GRADUATE THEOLOGICAL UNION

JOB OPPORTUNITY

ASSISTANT DEAN FOR ACADEMIC AFFAIRS

The Graduate Theological Union is seeking candidates with a high level of professionalism, flexibility, discretion, judgment, diplomacy and tact and who are progressive thinkers, see challenges as simply problems to solve, and whose spirit, energy and commitment provides a welcome and encouraging face for the academic offices. GTU is committed to hiring staff who want to work in a culture that supports the outstanding work of our faculty and students.

Located in Berkeley, California, the Graduate Theological Union is the largest and most diverse partnership of seminaries and graduate schools in the United States, pursuing interreligious collaboration in teaching, research, ministry, and service. The union is a pioneering educational environment: a consortium of eight independent theological seminaries and ten centers and affiliates.

Since its founding in 1962, the GTU has produced thousands of alumni who teach at eminent universities and seminaries, minister to a broad range of congregations, and work in a variety of arenas – cultural, economic, religious, and political – to achieve the greatest good.

Primary Position Purpose

The Assistant Dean for Academic Affairs coordinates the MA program, advising students, faculty and member school administrators on the program and clarifying academic policy issues, monitoring student progress, preparing and updating program manuals, and planning/implementing MA student orientation. Responsibilities include providing support to the Academic Dean, managing the Dean's office and the departmental & research budgets, managing the Dossier service, providing orientation for J-1 visiting scholars, compiling the WASC Senior College and University Commission (WSCUC) accreditation report annually. Other duties include fostering positive relationships with GTU students, MA & PHD faculty, key member school and Cal Berkeley International Office staff, and supervising a student office assistant.

Principal Duties and Responsibilities

MA Program Coordinator Advises students, faculty and member school deans and registrars on MA academic policy questions; works with Dean of Student's team on specific MA student issues; updates and distributes MA Program Handbook and administrative forms; manages student progress; plans and implements MA Student Orientation with the Director of Admissions and Dean of Students; maintains MA student files and updates student records; other duties as assigned.

Executive Assistant to the Academic Dean: Manages the Dean's office – coordinating Dean's calendar, appointments, committee meetings, and travel arrangements; assists with correspondence, meeting agendas and mailings; takes minutes in meetings; assists with faculty searches; coordinates seasonal events; produces Dean's Newsletter; assists Dean with updating Core Doctoral Faculty and Rostered Faculty handbooks; updates faculty web pages; manages departmental & research budgets; maintains office files and mailing lists; other duties as assigned.

Dossier Service Manager : Maintains Dossier Service – creates and maintains policies, procedures and keeps brochure and related forms current; notifies clients regarding job openings via e-mail; maintains Dossier Service database, and mailing lists; sends dossiers to institutions at clients' request; other duties as assigned.

Visiting Scholar Services Director:

Orients new Visiting Scholars; advises GTU and several member school Visiting Scholars from abroad regarding procedures for applying for J-1 visas and coordinates the process in cooperation with the

Berkeley International Office (BIO) at UC Berkeley and member school administrators when applicable; processes applications from prospective visiting scholars; maintains files; other duties as assigned.

Supervisory Responsibilities: Supervise student office assistant

Minimum Qualifications Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<u>Education</u>	Master's Degree
<u>Experience</u>	Five years executive level assistant experience, preferably in theological education
<u>Skills & Knowledge</u>	Effective oral and interpersonal skills Excellent organizational and management skills, with ability to meet multiple competing deadlines Intermediate level experience with computers, including Outlook, Word, Excel, and PowerPoint Keen analytic skills and attention to detail Mathematical competency for statistical and budgetary computations Ability to work independently as well as in committees and groups Excellent writing skills Professionalism in confidentiality and hospitality Flexibility for a variety of assignments Orientation toward public service and service to the GTU consortium Familiarity with higher education administrative procedures desired Ability to work effectively in a multicultural and diverse community

This position description is not intended to contain a comprehensive list of activities, duties, or responsibilities. Additional duties may be assigned based on business operational needs.

Compensation Package

Compensation commensurate with experience, and includes a benefits package with medical/dental/long term disability insurance, employer contributions to (403b) retirement plan, 20 days paid vacation, paid sick days and 14 paid holidays annually. GTU tuition assistance is also available after six months.

Application Instructions

Please note that current GTU students are not eligible to apply due to the confidential nature of the faculty and student information handled by the Assistant Dean.

Candidates should submit a letter of application addressing qualifications, resume and the names/contact information for three professional references via email to dwalker@gtu.edu. Please put "Apply-Assistant Dean" in the subject line of your email. First review date for applications is May 3rd

The GTU is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, gender (including gender identity, gender expression and transgender), sex, sex stereotype, national origin, ancestry, disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status.