

Northern Seminary

Position Description

Position Title: Office Coordinator for Academic Dean and Student Services

Department: Academic Dean and Student Services

FLSA Status: Full-time - Exempt

Reports To: Academic Dean and Senior Executive Director of Student Services (SEDSS)

Position Summary: Office Coordinator for Academic Dean and Student Services is responsible for managing, maintaining, processing, and reporting all student academic records in compliance with regulatory requirements and institutional policies and to implement the development of academic resources and programs and manage day to day operations for the Academic Dean and the Student Services offices.

Duties and Responsibilities:

Academic Management

- Communicate with regular faculty, affiliate and adjunct professors as necessary.
- Help the Academic Dean develop and update course schedule.
- Work with website manager to put course numbers for new courses and posting approved syllabi on the website.
- Collect, proof, and distribute syllabi for approval and posting on the website.
- Maintain an electronic file of all class syllabi.
- Maintain each faculty member's permanent record of course evaluations.
- Assist with the development of the annual academic calendar.
- In conjunction with the Business Office, prepare all faculty, affiliate and adjunct contracts.
- Submit monthly check requests for adjunct and affiliate professors, overload payments for regular faculty, and thesis supervisors and readers when appropriate.
- Track faculty sabbaticals and Faculty Professional Development Plan schedule.
- Support Academic Dean with comprehensive assessment and self-study.

Faculty and Other Meetings

- Assist Academic Dean in preparing agendas for Faculty, Masters, DMin, and Rank and Tenure Committee meetings.
- Attend and take minutes at Faculty, Masters and DMin Committees. Prepare minutes and distribute to committee members.
- Maintain Dean's office files for all committee minutes.

Board of Trustees

- Assist the Academic Dean with preparation of agenda and materials for the Academic Committee of the Board of Trustees; distribute agendas and other items to the President's executive assistant in advance of meetings for Board members' folders.
- Take minutes at the Academic Committee meetings. Distribute the meeting minutes to committee members.

Seminary Catalog

- Update catalog annually including listing of new programs, policies, procedures, course descriptions, calendar.

ACTS Catalog

- Send Northern Seminary information, course listings and descriptions to the editor of the ACTS catalog annually. Send course schedule changes to the editor throughout the year as needed.

Faculty Handbook

- Update and distribute as necessary per the Academic Dean's instructions.

Commencement

- Plan and carry out, together with the Academic Dean and administrators in other departments, all details pertaining to the seminary's annual commencement including:
 - Order diplomas, caps, gowns, hoods and composite photo.
 - Prepare student list for commencement program, including degree history.
 - Lead graduation rehearsal for students. Organize seating chart for students and procession order.
 - Liaison with location of the ceremony including contracts, financial payments and certificate of insurance
 - Communicate with graduates, faculty, affiliate and adjunct faculty about dates, schedule, invitations, day of event, etc.
 - Obtain biographical statements from the graduates for the graduation program
 - Prepare and distribute invitations and printed programs
 - Arrange personnel details such as organist, musicians, greeters, other volunteers
 - Coordinate the procession, seating arrangement, faculty photo with the faculty marshal
 - Set-up details: arrange for platform, hood and diploma tables, tables in entrance area, order flowers for in front of podium
 - Provide President and Academic Dean with commencement script
 - Preparations related to special awards and recognitions
 - Be in attendance to ensure an excellent event and do final clean-up

Student Management

- Participate in New Student Orientation.
- Meet with prospective students as requested.
- Maintain all academic records of all matriculated students
- Maintain all faculty records in software for the management of academic records
- Maintain, purge and archive all non-matriculated/inactive student academic records.
- Assist in the implementation of academic policies.
- Oversees registration of all students
- Post approved syllabi to the seminary web site.
- Assign classrooms.
- Supervise preparation and distribution of registration information to all master's-level and

doctoral students, both paper forms and via the internet/portals.

- Participate in the planning and establishment of class schedules for each quarter, under the direction of the Academic Dean and in consultation with the Faculty
- Collect, record, and report all grades.

Approve and expedite cross-registration with Association of Chicago Theological Schools (ACTS), Wheaton College Graduate School, and any other schools with whom the Seminary may develop a cross-registration agreement, complete the quarterly cross-registration reports for ACTS.

Provide official transcripts, Student Loan Deferment requests and enrollment verifications.

Compile and coordinate with the Cabinet members, statistical reports for IPEDS, ATS, government agencies, denominational agencies, and other appropriate constituencies.

Be responsible for Veteran's Administration certification, submitting the 22-1999 forms each term and processing all VA requests.

Perform assignments given by the SEDSS. Special responsibilities may include assisting faculty with online courses and electronic aspects of course management, in conjunction with the Information Technology department.

Perform other duties as assigned.

Qualifications:

- Experience in database management.
- Excellent verbal and written communication skills, organizational skills, self-motivation, accountability, and evaluation are also essential.
- A working knowledge of software for the management of academic records is required; admission software preferred
- Experience with an integrated database in beneficial.
- Affinity for and enthusiastic commitment to the mission of the Seminary to train evangelical leaders for ministry required.
- Must have excellent problem-solving skills. Experience with standard business software such as the Microsoft Office package required, including Word and spreadsheets in Excel. Experience with specialized software for the management of academic records such as Populi preferred. Familiarity with FERPA and how it relates to the release of any and all forms of student data. Must work well with seminary students, faculty, administrators, and staff.

Working Conditions

- Classes are held Monday, Tuesday, and Thursday evenings. Office Coordinator for Academic Dean and Student Services shall be available to assist on these evenings during Fall, Winter, and Spring terms.
- Office environment – ability to work in a fast paced and stressful environment
- 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
- 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.

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.

Northern Seminary
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