



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Dean
DEPARTMENT: School of Religion and Theology
STATUS: Regular, Full-time (38 hours)

QUALIFICATIONS:

- Terminal degree (academic or professional), in a field related to ministry or educational administration
- At least five years' full-time experience teaching in an academic field at the college/university level (preferred)
- Five years' experience as a church pastor preferred
- Flexibility, creativity and ability to join in the academic life of the community
- Collaborative manner
- Caring and adept at conflict resolution with strong interpersonal skills
- A superb communicator, both in writing and as a public speaker
- Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership

BRIEF DESCRIPTION OF DUTIES:

- Manages the day to day operations of the school
- Ensures that appropriate academic standards are maintained
- Coordinates the strategic planning of the school, which includes development and maintenance of an academic master plan including all accreditation reviews, academic classes, curriculum development and review, online and graduate program planning and implementation
- Maintains responsibility for the quality, content and format of the curricula including appraisal and improvement of the curricula and periodic program reviews
- Supports faculty development in teaching and scholarship and directs the implementation of the faculty evaluation process
- Represents the school to professional accrediting or approving organization
- Authorizes expenditures of the items included within the approved budget
- Maintains responsibility, with the chairs of the departments, for the preparation of material for the university Bulletin and of other materials of an academic and promotional nature for publication in consultation with the Provost Office and the academic publications
- Implements the policies of the Faculty Handbook and proposes policy changes to the appropriate bodies
- Other duties as assigned.

SALARY: Commensurate with education and experience.

POSTING DATE: **April 25, 2019**



CLOSING DATE:

June 27, 2019

HOW TO APPLY:

Interested persons must submit employment documents electronically:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Complete application and attach vitae, copy of diploma or transcripts and three letters of recommendation
- Hit ‘Submit’ button.
- You will receive an auto reply confirmation once Employee Services has received your documents

Oakwood University participates in 

◆ **OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER** ◆

◆ **God First** ◆

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