

Employee Position Description

Position:	Assistant Dean for Academic Affairs
Supervisor:	Vice President and Academic Dean
Hiring Administrator:	Vice President and Academic Dean
Category:	Administrative; exempt

General Summary

The Assistant Dean reports to the Vice President and Academic Dean. Through engagement with the academic life of Catholic Theological Union, the Assistant will develop, implement, and coordinate the academic activities toward student success and retention-based initiatives to a diverse student population. The Assistant Dean will interact with full time and adjunct faculty in course planning and scheduling. The Assistant Dean assists the primary academic advisors of CTU students to attain their program needs and requirements.

To this end, the Assistant Dean will: (1) be responsible for course planning, (2) monitor program progress for all students, (3) actively contribute to the institution's ongoing enrollment forecasting process, (4) serve as first point of contact for ADA accommodation needs, and (5) respond directly to student academic concerns.

Essential Duties and Responsibilities

- Provide a full range of support to students including academic program planning, course selection, registration
- Connect students with appropriate faculty who can be consulted about discipline specific electives.
- Coordinate with and provide support for faculty and staff who advise students from religious communities
- Coordinate and monitor progress of the Portfolio process for pertinent programs
- Coordinate with the Program Director for Ministerial Masters programs and Committee on Assessment (COA) on annual program data assessment for all professional ministerial master's level programs.
- Assist students with registration and scheduling issues, drop/add, change of registration and registration holds, and general advising questions. Provide guidance in course selection in keeping with the student's interests, goals and abilities. Provide coordination and support to ensure student progress toward degree completion and graduation.
- Assist in the academic and course planning relations with the Dean's office of McCormick Theological Seminary, and Lutheran School Theological Chicago, who share CTU's campus.
- Course planning with Academic Dean (including summer)
- Maintain and update D2L and CTU website academic program pages
- Coordinate production of Academic Policies and Student Handbooks.
- Contact newly admitted students as part of the on-boarding process regarding individual program planning and course registration in an effort to increase yield rate (percentage of

admitted students to enrolled students).

- Coordinate student orientation in collaboration with staff.
- Responsible for ensuring academic program information on the institution's website is accurate, current, and in compliance with accreditation standards
- Coordinate with and provide support to MA Theology Program Director.
- Serve as first point of contact for ADA accommodation requests
- Responsible for the returning student enrollment projection for the institution's ongoing enrollment forecasting process
- Receive, review, and process changes in program status requests.
- Serve as liaison to various constituent groups (i.e. academic networking) and on various institutional committees.
- Collaborate with the Registrar, Director of Continuing Education, and the Assistant to the Dean.
- Supervise the Registrar and Director of Continuing Education; collaborate with Registrar on offices processes as a back-up.
- Serve as Designated School Official (secondary) for US Department of Immigration Enforcement
- Under the Clery Act, serves as the Title IX Coordinator and part of the Campus Security Authority for CTU students, staff and faculty.
- Perform other duties as assigned by the Academic Dean.
- Take minutes and document meeting proceedings at Faculty Meetings and Academic Affairs Committee of the Board of Trustees.

Academic Advising - Lay students:

- Provide advising for current students, including but not limited to: assisting students on academic issues; and connect students with appropriate faculty who can be consulted about discipline specific electives.
- Assist students with registration and scheduling issues, drop/add, change of registration and registration hold, and general advising questions.
- Provide guidance in course selection in keeping with the student's interests, goals and abilities. Provide coordination and support to ensure student progress toward degree completion and graduation.

Qualities Required:

- Proven ability to work cross-culturally with students, faculty, and staff.
- Demonstrated understanding of, sensitivity to, and appreciation for CTU's Catholic context and particular mission.
- Demonstrated ability to conceptualize, design, implement, manage and evaluate institutional student support related processes, policies, and procedures
- Possess a collaborative and team-oriented approach in fast-paced office setting
- Ability to practice discretion in sensitive matters
- Dedication to adhering to CTU's diversity statement and collaborating within a diverse and inclusive environment

Knowledge, Skills and Abilities Required

- Master's degree in Theology, Education, or Higher Education.
- Minimum six years progressively responsible experience in student services, and academic

advising in higher education.

- Experience managing a Student Information System; Jenzabar SONIS is highly desired.
- Excellent interpersonal skills
- Demonstrated computer skills: Microsoft Office, database and web applications
- Superior communications skills: writing and speaking

Catholic Theological Union is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, traits associated with race, color, religion (except where religion is a bona fide occupational qualification for the job), national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. Applications from members from racially and ethnically underrepresented groups are encouraged. Catholic Theological Union is committed to providing reasonable accommodations, as required by law.

June 2024