

**Baptist University of the Americas
JOB DESCRIPTION**

TITLE: Dean of Academic Affairs

DEPARTMENT: Academics

REPORTS TO: President

SUPERVISES: Faculty/Adjunct Faculty

STATUS: Exempt

BASIC FUNCTION: Under the direction of the President, the Dean of Academic Affairs serves as the chief academic officer of Baptist University of the Americas and is responsible for educational policy and academic programs. This includes program review and improvement, accreditation and self-evaluation, assessment of student learning and advancement of student success, academic personnel decisions, budget development, enrollment management, fiscal accountability, program and curriculum development, and the encouragement and improvement of teaching and learning.

RESPONSIBILITIES/TASKS:

- *1. Organize, implement, and coordinate all academic and extension offerings for all students attending Baptist University of the Americas
- *2. Communicate with BGCT, other national and international organizations, certification and accreditation agencies such as Association of Biblical Higher Education related to the mission of the school.
- *3. Recruit, supervise and evaluate qualified full time, part time and adjunct faculty to serve at the university.
- *4. Develop a comprehensive academic program, including but not limited to semester, summer school, J-term and weekend classes. Work with program staff and faculty to identify how to develop and implement such program to fulfill defined program needs.
- *5. Develop and implement a defined development program for all faculty.
- *6. Serve as point person for committees related to the academic area of the university, i.e., instructional committee, faculty committees.
- *7. As a team, work to develop, implement curriculum used in all academic areas of the university.
- *8. Oversee all adjunct and full time faculty staff recruitment and development activities.
- *9. Oversee development and implementation of academic strategic planning.

- *10. Responsible for providing academic input toward institutional enrollment management.
- *11. Develop, manage and implement priorities and plans for program development, recruitment.
- *12. Coordinate periodic academic program review and work with departmental chairs in the review, study, and development and improvement of curriculum.
- *13. Initiate, and direct supervision evaluation of adjunct and full time faculty.
- *14. Work nights and weekends as needed to meet university needs.
- *15. Interact with outside agencies, and institutions to develop relationships to enhance the delivery of services and articulation agreements for our students at the University.
- *16. Assist with recruitment committee in an effort to aid with the recruitment of students for our programs.
- *17. Travel as needed using various modes of transportation to monitor, assess and help develop programs with some overnight stays required.
- *18. Perform general office tasks as required.
- *19. Perform special assignments, projects, and other duties as required.

Numbers 1 – 16 are considered Primary Duties for this job.

* Indicates an essential function of the job.

POSITION EXPERIENCE & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

Requires in-depth understanding of a comprehensive field of knowledge as evidenced by the attainment of a D. Min, PhD or EdD in/or other related field.

Required Qualifications

1. A doctoral degree from an accredited institution
2. 3 years of senior administrative level leadership and experience in higher education
3. Demonstrate skill in respectful communication with people from diverse cultures and languages.
4. Prior related experience in academia, coordination, training, and supervision preferred.
5. Must be proficient in Microsoft Office, including word, power point, and advanced excel applications.

6. Proficient problem solving skills required.
7. Requires proficient ability to speak, read and write English Spanish is preferred however helpful in dealing with current constituents.
8. Requires ability to communicate effectively both orally and in writing; ability to make presentations and speak in front of groups.
9. Requires a strong sense of diplomacy and demonstrated success in developing strong collaborative relationships with organizational peers and outside colleagues. Requires ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings.
10. Requires recognized ability to meet multiple deadlines by maintaining a high level of organization.
11. Requires demonstrated strong analytical skills, including an ability to synthesize large amounts of information and to focus quickly on the essence of an issue; strong commitment to producing measurable results.
12. Requires flexibility to work weekends and evenings.
13. Requires ability to speak clearly and make self-understood effectively in face to face interactions; articulate with accuracy to speak on the phone.
14. Requires ability to hear and receive verbal instructions, answer phones, communicate with people in situations with some background noise.
15. Requires excellent public speaking skills and the ability to successfully communicate in a professional manner with a multi-ethnic population base in the community; ability to effectively communicate in writing.
16. Requires ability to work under minimal supervision with awareness that error may have serious consequence; exercise patience, initiative, and sound judgment following established guidelines.
17. Requires ability to effectively work under pressure and remain flexible as priorities change.
18. Requires personality attuned to the requirements of meeting needs of the volunteer and ability to establish and maintain effective working relationships with other employees.
19. Requires ability to maintain confidentiality.
20. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
21. Requires professional commitment to Christian principles and teachings so as to perform tasks and responsibilities in alignment with Baptist University of the Americas mission, vision, and values.

22. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be age 24 or older to drive on behalf of the University
 23. Requires ability to travel as required using various modes of transportation; ability to be on-call as assigned. Requires ability to travel to various geographic locations and some overnight stays.
 24. Requires ability to use up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force continuously to move objects and/or people.
 25. Requires ability to walk, stand and sit, sometimes for prolonged periods of time; ability to squat, climb stairs, kneel and twist. Requires ability to grasp, push, pull, carry or otherwise manipulate objects.
 26. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability.
-

POSITION CRITICAL BEHAVIORS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. Critical Thinking. The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action
3. Bias for Action. The propensity to act or decide without customary analysis or sufficient information to achieve critical goals or objectives. Includes responsible risk-taking.
4. Self-Starter. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
5. Customer Service Orientation. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction.
6. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular
7. Thoroughness. The ability to balance an attention to detail with the cost and benefit of doing so.

8. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

BAPTIST UNIVERSITY OF THE AMERICAS VALUES:

NOTE: Baptist University of the Americas follows Christ-centered values administered with professional excellence. Organizational values are critical because they define Baptist University of the Americas (BUA) personality and provide our employees clarity about how to behave.

1. Core Values. Our Core Values are behavioral traits that are inherent at BUA; The are:
 - a. Christ-Centered (self-sacrificing, forgiving and biblical);
 - b. Baptist (identity, and foundational)
 - c. Holistic in our Teaching and Learning (dedicated to the mission and purpose of BUA in higher education).
 - d. Integrity (with our responsibility and respect toward others)
 - e. Cross-Cultural Competence
 - f. Hospitality (providing customer service, internally and externally)
 - g. Community
2. Expected Values. BUA also holds all employees accountable for those traits which represent minimum behavioral standards: Honesty, Integrity, Respect for Others, Hardworking, Fair-minded, Accountable, and Responsible.

NOTE: Baptist University of the Americas complies with all the employment provisions of the Americans with Disabilities Act.

The purpose of Baptist University of the Americas job description is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

I acknowledge receipt of this job description.

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

Employee Signature

Date