The Southern Baptist Theological Seminary

Position Description

Position Title: Senior Department Coordinator for Boyce College
Department: Office of the Dean-Boyce College
Position Code: B0208
Date Prepared: 10/3/16
FLSA Status: ☒Exempt ☐Non-Exempt   Full Time: Yes☒ No☐

JOB SUMMARY:
The Senior Department Coordinator (SDC) of the Dean's Office serves as the primary manager of the day-to-day operations of the office. The SDC of the Dean's Office serves as a liaison to the senior management team; organizes and coordinates executive outreach and external relations efforts, and oversees special projects. In addition, the SDC provides administrative leadership for academic matters, including new program development, oversight of special academic programs, and related academic policy and accreditation issues. The SDC of the Dean's Office is a key member of the college's support team and reports to the Dean.

ESSENTIAL JOB FUNCTIONS:
The employee in this position will have the following essential job functions:
- Assist the Dean in his role of managing the identity, culture, and growth of Boyce College
- Complete a broad variety of administrative tasks for the Dean; serving as primary contact for speaking requests, providing oversight for the office budget, hiring and evaluating administrative staff
- Communicate directly, on behalf of the Dean, with SBTS senior management teams, faculty, staff, and others, on matters related to the Dean's initiatives. In so doing, he or she provides a bridge for smooth communication between the Dean's office and internal departments
- Lead weekly staff meetings for dean's office support staff
- Evaluate and follow up on incoming issues and concerns addressed to the Dean, including those of a sensitive or confidential nature. Determine appropriate course of action or response
- Provide initial draft on some external communication from the Dean and serve as editor for any official documentation from the Dean's office
- Participate as a member of the Boyce Cabinet and take minutes at all cabinet meetings
- Collect relevant data for Boyce cabinet and other committee meetings organized by the dean
- Research and execute special projects from the Dean
- Collaborate with Dean, department chairs, and program directors to assess needs and develop proposals for new programs
- Provide oversight, implementation, and advising of special academic programs (Seminary Track, Worldview Studies Certificate, Honors Collegium, etc.)

- Ensure academic programs conform to laws, regulations, and policies
- Provide support for periodic program reviews required by the university and accreditation agencies
- Contribute to the development and production of official publications (catalog, handbook, website, etc.) and unofficial publications (brochures, promotional materials, etc.)
- Coordinate events that promote faculty engagement and development (faculty meetings, workshops, etc.)

Performs other duties as may be assigned by supervisor.

EDUCATION:
The person in this position must have completed a bachelor's degree and graduate degree. Preference is not given to applicants who are working towards an advanced masters or doctoral degree (DMin; ThM; PhD).

EXPERIENCE:
The person in this position must have excellent oral and written communication skills. He or she must have experience working with others in an academic and professional environment. Familiarity with Boyce College and Southern Seminary curriculum and academic programs is preferable. He or she must be proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

SUPERVISION:
The person in this position will supervise administrative staff of the Dean's Office.

The person in this position will report to the Dean of Boyce College.

WORK ENVIRONMENT:
The person in this position will work in a typical office environment.

EQUIPMENT:
The person in this position will use the following equipment: standard office machines, Jenzabar, Microsoft Outlook (Outlook, Word, Excel, and Power Point), Adobe Acrobat, Social Media web platforms.