INTERIM ASSISTANT DIRECTOR OF M.A. IN THEOLOGY PROGRAM
COLLEGE OF ARTS AND SCIENCES
HALF-TIME, THROUGH JUNE 30, 2014
HIRING RANGE: $18.30 - $19.46 PER HOUR

Application review begins immediately. The position will remain open and applications will be reviewed until filled. Start date: July 1, 2013.

The Master of Arts in Theology Program entails part-time graduate study relevant for lifelong learners who seek to deepen their faith and enrich their Christian vocation. Integrating classical theological education, practical application and spiritual formation, the program equips men and women to serve the church and society. For a further description of the M.A. Theology Program, please see http://www.whitworth.edu/Academic/Department/Theology/TheologyMA/Index.aspx.

FUNCTION:
Reporting to the Director of the MA Theology Program and the Associate Vice President for Graduate and Continuing Studies Enrollment Management, the M.A. Theology Assistant Director is responsible for the following functions:

RESPONSIBILITIES AND DUTIES:

Recruitment and Academic Advising
*Develop networks and relationships with regional churches, non-profits, and related organizations to foster opportunities for student recruitment into the M.A. in Theology and possible internship opportunities.
*Meet with prospective students and provide information and guidance for enrollment process into the M.A. in Theology program.
*Maintain communication with prospective students in conjunction with the grad/CS enrollment management office and complete CRM and Datatel data entry as required.
*Evaluate completed prospective student application files in relation to university graduate admissions policies and M.A. in Theology admission requirements and recommend to the director/chair of the M.A. in Theology program which prospective students should be approved or disapproved for admission to graduate programs.
*Monitor degree progress of students; maintain updated student files; and initiate periodic advising updates, providing academic advising support and intervention where necessary, including referrals to the university ERB committee.
*Maintain ongoing presence at M.A. in Theology community gatherings (meals, initial class meetings, etc.).
*Manage student registration concerns (drops/adds/withdraw), ensuring course selection is appropriate.
*Communicate changes in schedules, procedures, and policies to students.
*Other duties as assigned.

Program Support
*Manage and process all expenditures against the program budget.
*Work with graduate/continuing studies enrollment management to develop standard and ad-hoc reports on key program areas (e.g., enrollment, revenue).
*Collaborate with other programs and administrative offices on campus regarding graduate program concerns.
*Work with Program Director to develop and deliver faculty orientation programs for all graduate faculty regarding appropriate pedagogical/development techniques for meeting the unique needs of M.A. Theology students.
*Work with graduate and continuing studies enrollment management in development of stories on graduate student achievements for use in promotional and marketing efforts.
*Plan, orchestrate, and implement end-of-year, commencement, and graduation events.
*Work with graduate and continuing studies enrollment management to plan, orchestrate, and implement marketing and events that enhance the reputation of graduate programs and the school.
*Represent the school and graduate programs at community and university functions and events.
*Function as consultant and resource to the Program Director, exercising appropriate responsibility for the program.

**QUALIFICATIONS, SKILLS, AND ABILITIES:**
- Bachelor’s degree required. Master’s degree preferred.
- Previous work experience in a college or university setting desirable.
- Previous work experience in marketing or recruiting, and/or in a church, non-profit or service organization, highly desirable.
- Computer proficiency at the intermediate to advanced level using MS Office programs, in particular, Word, Excel, PowerPoint, and Outlook. Datatel, Sales force, and SharePoint experience desirable.
- Demonstrated ability to develop and maintain professional networks and relationships in multiple venues and clear potential to recruit students into program.
- Ability to work discreetly and to maintain confidentiality.
- Demonstrated ability to successfully work with individuals on a team and in varied work groups.
- Exceptional communications (oral and written) and interpersonal skills.
- Must be able to communicate effectively in English. Ability to fluently read and write in other languages and dialects desirable.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
- A personal commitment to the Christian faith and to the integration of faith and learning.
- A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian church.
- Must meet eligibility requirements to work in the United States by the time the appointment is scheduled to begin and continue to work legally for the proposed term of employment. (OPT, H1-B)
- Must be willing to work evenings and weekends (as required).
- A background check is required.

**APPLICATION PROCESS:**
The following documents are required to complete the online application form:
1. A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range.
2. Résumé/curriculum vitae
3. A list of names, addresses, telephone numbers and e-mail addresses of three references
4. Graduate and undergraduate transcripts (may be unofficial)
5. A one-page document describing your personal commitment to the Christian faith.

For more information about this position, please contact Gerald Sittser at gsittser@whitworth.edu

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.