

Allen University

Position Description

Job Title: Assistant Dean for Administration (Dickerson Green Theological Seminary)
Supervisor: Reports to the Dean of DGTS and works in collaboration with the Dean of Enrollment Management and the Director of Church & Government Relations
Division: Student Affairs

Position Summary

Responsible for pursuing and achieving the enrollment goals of the Dickerson Green Theological Seminary and the University. In formulating and carrying out this responsibility the incumbent works directly in collaboration with the Division of Enrollment Management. As an extension of and in furtherance of this responsibility, the incumbent will collaborate with the Division of Institutional Advancement to identify and secure funding for the Seminary, with special attention to grants and scholarships for students.

Primary Duties

- Provides administrative and conceptual oversight of recruiting students for the Seminary.
- Develops and maintain relationships with undergraduate Departments of Religion at institutions in the region.
- Represents the Seminary at denominational meetings and conferences where there are opportunities to recruit.
- Works with Institutional Advancement and Enrollment Management in crafting marketing strategies and materials that positively impact enrollment.
- Monitors and Identifies student needs and interest that might bear on persistence and graduation.
- Collaborates with Enrollment Management to facilitate achieving university goals by strategizing and representation.
- Works with the Dean of the Seminary on administrative logistics that impact program delivery and student satisfaction.
- Performs other duties as assigned.

Minimum Qualifications

A bachelor's degree in an area that informs the performance of duties explicit and implicit in the job title. Two years or more experience in a college /university setting requiring high levels of emotional intelligence and relationship building and maintenance.

-Experience and competence with student engagement activities and facilitating organizational processes

-Effective oral and written communication skills and social media skills

-Ability to drive, fly, and travel via other means to carry-out job duties and do so on evenings and weekend as may be required from time-to-time.