

Academic Dean

Langley, BC

MB Seminary comes alongside men and women to educate, equip, and disciple them for life and ministry centred on Jesus and the Bible. MB Seminary is a Canadian ministry with an international reach and is a Mennonite Brethren ministry with multi-denominational relationships.

The Academic Dean provides visionary leadership for MB Seminary's academic programs, ensuring alignment with the Seminary's mission and strategic goals. This role includes oversight of faculty, curriculum development, and academic partnerships, fostering a collaborative and effective learning environment.

The Academic Dean ensures MB Seminary's academic programs and administration align with the Seminary's mission, Confession of Faith, and principles of operation. This includes strategic planning, faculty leadership, and the development and implementation of academic policies.

Accountability:	President
Direct Reports:	Faculty and Academic Administrative Personnel
Position Type:	Part-Time, Permanent
Hours:	Flexible, negotiable with employer
Travel:	As required
Hybrid Option:	Yes

Responsibilities

- **Strategic Academic Leadership**
 - Develop and implement academic programming aligned with MB Seminary's mission, vision, values, and strategic goals.
 - Foster innovation and adaptability in academic offerings to respond to emerging trends and student needs.
 - Ensure the incorporation of MB Seminary strategic goals and outcomes in all programs and courses.
 - Coordinate between the Lead Team, Learning Applications Team, and other seminary stakeholders.
- **Academic Administration**
 - Oversee academic policies, academic budgets, curriculum development, and program evaluation.
 - Ensure that academic programs meet accreditation standards and MB Seminary's educational objectives.
 - Update the faculty manual and other academic policies as needed.

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- **Faculty Leadership**
 - Recruit, supervise, and mentor faculty members.
 - Facilitate faculty performance reviews, professional development, and rank promotions.
 - Promote faculty research, publication, and grant opportunities.
- **Collaborative Partnerships**
 - Identify, negotiate, and monitor strategic teaching and learning partnerships with MB agencies, schools, churches, and other organizations.
 - Collaborate with academic partners to enhance program offerings and student opportunities.
 - Establish regional teams to facilitate the launch and sustainable operation of Teaching Churches and coordinate collaborative leadership development and theological training in their respective regions.
- **Student Engagement and Support**
 - Ensure effective academic advising and support services for students.

Other duties may be assigned in keeping with the overall mission of MB Seminary, and the needs of Administration, Faculty, Staff, Board, and Students.

Qualifications, Experience, and Personal Attributes

- Personal and vibrant Christian faith, healthy and active participation in an MB church.
- Commitment to MB Seminary’s mission, vision, values, and strategic goals, and annual agreement to the MB Seminary Community Covenant and the Canadian Mennonite Brethren Confession of Faith.
- Commitment to personal and professional integrity, positive reputation in the community, and a pleasant personality with a positive and friendly attitude amid a busy and complex atmosphere.
- Earned terminal degree in a discipline compatible with the mission of MB Seminary.
- Three years of administrative experience preferred.
- Strong organizational, verbal, and written communication skills. Attention to detail and ability to multi-task is required.
- Strong computer skills are required. Working knowledge of Microsoft Office and other related computer software.
- Adaptable to changing circumstances when necessary.
- Strong organizational and time management skills, able to work independently and interdependently. Proven ability to meet deadlines.

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- Approachable, humble, patient, team player, open to constructive criticism, good sense of humour.

Supports and Benefits

- Computer, office space, and all necessary administrative supplies are provided.
- Remuneration, vacation allowance, and professional development based on experience.
- Enrolment in the CCMBC benefits package and pension program, per policy.

Limitations of Authority:

- Annual budget.
- Any and all limitations of policies.
- Limitations of legal and regulatory authorities.