



## **Job Description**

<b>Job Title:</b>	Campus Dean
<b>Department:</b>	CBS Indianapolis
<b>Job Category/ FLSA Status:</b>	Administration/ Exempt
<b>Accountability:</b>	VP Enrollment and Student Success
<b>Authority:</b>	Assigned Staff

### **Position Description:**

The Campus Dean is responsible for leading and managing the administrative, education support and student services; and academic affairs support for local faculty and scheduling of courses for the Indiana based locations. The position engages in community relations activities to support community awareness, student enrollment and donor relations initiatives and outcomes. The achievement of success in the position requires the incumbent and the local team to work effectively in a collaborative relationship with College of Biblical Studies (CBS) administrative and academic services.

### **Major/Essential Functions:**

- Provides leadership to support the achievement of enrollment and educational goals and objectives.
- Manages local non-faculty staff in the delivery of quality services within applicable institutional policies and procedures to students and other constituents.
- Serves as the Dean of Students for the assigned locations as an authorized representative of the CBS Dean of Students.
- Assumes leadership in the development, implementation of plans, goals and objectives to facilitate the changes in policies, procedures and processes for continual quality improvement.
- Develops and manages annual departmental program review including integration of units' plans and assessments with institutional planning and assessment initiatives.
- Monitors operational activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
- Oversees location operations and serves as lead decision maker on crisis management, security and location closure due to environmental or other events. Serves on the CBS crisis management team.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

### **Duties/Responsibilities:**

- Contributes to the CBS strategic and annual operational goals and objectives to ensure the inclusion of local plans and alignment with the institution.
- Performs annual and periodic performance reviews for staff in accordance with performance management guidelines and disciplines assigned staff related to job responsibilities and

institutional Christian living standard. The discipleship responsibilities are coordinated with the CBS Discipleship Center requirement and support.

- Hires, disciplines and terminates employment of local staff in compliance with policies and standards of the CBS institution.
- Plan, organize, and administer a comprehensive program of student services, activities, and development.
- Supervises the operation of the student government, including the work of the student council and other organized student groups, and initiate actions to strengthen these areas of college life.
- Directs the administration of the regulations regarding student conduct adopted by the College; provide regular reports to the faculty concerning student conduct; and initiates studies to develop more effective ways to achieve high standards of student conduct.
- Contributes to the revision of the Student Handbook, containing the rules and regulations concerning student life at the location(s).
- Prepares and submits an annual budget and manages the approved budget within the fiscal requirements and the achievement of assigned revenue goals.
- Prepares and submits periodic and annual reporting as required.
- Performs related duties as required.

#### **Qualifications:**

##### Required:

- Masters degree in higher education administration or related degree from an accredited institution of higher education and 5 years of higher education administrative and leadership experience or the equivalent.
- Possess qualifications to meet faculty status approval.
- Is a committed Christian and in good standing with a local church.
- Is in complete agreement with the doctrinal position (items 1-8) of the college (including but not limited to the CBS Doctrinal Statement, The CBS Statement on Biblical Gender Roles, The CBS Biblical Statement on the Sanctity of Human Life, The CBS Biblical Statement on Human Sexuality and the CBS Definition of Marriage) and able to sign its doctrinal statement without reservation.

##### Preferred:

- Doctorate degree in higher education administration or related degree from an accredited institution of higher education and 5 years of higher education experience.

#### **Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the college.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficiency in Microsoft Office 365 application tools to include Word, Excel, PowerPoint, Outlook, and Teams as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn various software and systems as required by the college or service providers.

**Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):**

- Prepare annual, quarter and monthly reports for internal and external constituents.
- Develop and manage annual operating budgets to achieve both financial and operational goals and objectives.
- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

**Mobility/Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 35 pounds.

**Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):**

- Typical higher education office environment.
- Local and regional travel as required for operational activities; travel to CBS as need and national travel to attend continue education/training and educational compliance agency workshops and annual meetings.
- Flexible work schedules as required for operational, student and community relations engagements.

**Security Sensitive:** Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work

environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.