

Academic Dean Job Description

Summary of Role

Pathways College of Bible & Mission is a small PTE providing theological training to students throughout New Zealand. Our programmes can be viewed on our website www.pathways.ac.nz

Due to our Academic Dean relocating to another city, we have an exciting role available. The Academic Dean is a member of the Academic Management Team working alongside the Principal and the Academic Director of Teaching and Learning in the management and delivery of quality assurance, curriculum and reporting. This is a part-time role with hours equating to three days per week. We offer flexible working conditions and opportunities for professional development. The college office is based in Tauranga. Commencement date by negotiation.

Key Responsibilities

Academic Integrity and Quality Assurance

- Providing a lead role in academic quality assurance and management,
- Lead role in the operation and maintenance of the Learning management System (Moodle),
- Compiling, maintaining and filing all reports, records and other documents required for the Student Management System (Wisenet),
- Ensuring academic integrity and curricular coherence of all programmes,
- Short term and long-term planning of curriculum delivery and evaluation of programmes and the methods by which they are delivered,
- Working with Adjunct Faculty to ensure policy and procedure compliance,
- Managing internal and external moderation,
- Managing Board of Examiners' processes for grade completions, transcripts and awards,
- Reviewing and providing feedback for course outlines and course notes,
- Collaborating with teaching staff in the development and evaluation of initiatives to enhance student achievement,
- Implementing consistency reviews.

As part of the Academic Management Team

- Ensuring compliance of programmes in line with Pathways College academic regulations and policies,
- Monitoring the effectiveness of the college's academic integrity policies and procedures, initiating and supporting the proposals for change where necessary,
- Monitoring student evaluation of teaching outcomes,
- Being involved in programme review, course modification, development and revision,
- Understanding the Education Code of Practice for the pastoral care of students and ensuring compliance with the Code,
- Coordinating and collating course evaluations and overseeing course critique processes in collaboration with the Academic Director,
- Assisting in identifying professional development needs for Adjunct Faculty and developing long-range professional development plans.

Student Engagement and Support

- Facilitating student learning support as related to courses,
- Collaborating with teaching staff in evaluating and selecting resources to meet student learning needs,
- Facilitating beginning of year procedures for students,
- Working with registrar to ensure effective orientation for incoming students,
- Establishing formal and informal communication network so that student feedback occurs in a timely manner,
- Assisting with data organisation from all assessments and diagnostic instruments and developing strategies for intervening with students who are experiencing difficulties.

Qualifications

- Strong administrator with experience in understanding the regulatory and administrative requirements of higher education programmes,
- Organisational skills for building and maintaining effective relationships with stakeholders and sound structures for accountability,
- Knowledge and expertise in educational learning models for higher education,
- Postgraduate tertiary qualification,
- Significant knowledge and understanding of academic integrity in the tertiary education sector.

Special Knowledge/Skills

- Ability to participate fully in the special Christian character of this tertiary institute,
- Experience with Student Management Systems (e.g. Wisenet) and Learning Management Systems (Moodle),
- Ability to approach difficult and challenging matters safely, professionally and with empathy,
- Demonstrated experience in the development and implementation of policy and procedures,
- Skill in critical thinking and planning,
- Effective communicator in oral and written language,
- Strategic thinker with the ability to work effectively and collaboratively in a team,
- Ability to analyse data for the purposes of decision making and planning,
- Ability to evaluate instructional programmes and teaching effectiveness,
- The Academic Dean brings a professional approach to the role and serves as a positive role model for staff and students.

Why would you want to join our team?

- Our team is collaborative, knowledgeable and the team members are fantastic to work alongside.
- We are committed to serving our students and stakeholders in an exemplary manner.
- We offer flexible working arrangements.
- There are opportunities for professional development.
- We enjoy fun, food and fellowship.