



JOB DESCRIPTION

POSITION TITLE: Assistant to the Academic Deans

SUPERVISOR: Academic Deans

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This part-time position assists the Academic Deans of Urshan College and Urshan Graduate School of Theology.

DUTIES AND RESPONSIBILITIES

- Assist in all correspondence from the office of the academic deans
- Assist in certification and accreditation reporting
- Assist with the academic assessment process
- Assist in generating deans' and academic probation list
- Communicate academic updates with students, faculty and administration
- Coordinate and schedule appointments for the Deans with students, faculty, and administration
- Evaluate IDEA Surveys
- Maintain faculty files
- Make housing/transportation arrangements for adjunct professors as needed
- Maintain and update academic calendars
- Request, gather, and maintain syllabi
- Take academic meeting minutes
- Other duties as assigned