

Mid-America Baptist Theological Seminary Job Description

Job Title: Academic Compliance Coordinator
Department: Academic
Reports To: Vice President and Dean of the Seminary
FLSA Status: Full Time Non-Exempt
Prepared Date: July 27, 2021
Classification: Regular Full Time

SUMMARY

The academic compliance coordinator will support the academic department. Responsibilities require complex administrative abilities and include administrative coordination and support for academic assessment processes and procedures relating to compliance. Responsibilities also include administrative support for the dean and associate deans of the Seminary and the director of the Witness One:Seven program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed or required.

- Work with the director of the Witness One:Seven program:
 - Update handbook annually
 - Monitor chapel attendance, student reporting
 - Regular reports to director
 - Website maintenance and updates concerning the Witness One:Seven program
 - Other duties as needed
- Assessment Processes
 - Coordinate, prepare, and process bi-annual course evaluations
 - Coordinate, prepare, and process bi-annual faculty peer review
 - Help with collection and organization of yearly academic goals
 - Transcribe Student/Staff/Faculty forums and surveys
 - Review all syllabi for adherence to syllabus guidelines

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience**
High school diploma or higher. Undergraduate degree preferred. Must have some related experience.
- **Language Skills**
Ability to read and interpret documents such as rules, procedures, and reports. Ability to write routine reports and correspondence. Ability to communicate effectively with staff, faculty, and students.
- **Reasoning Ability**
Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, or schedule form. Ability to diagnose problems, determine solutions, and follow through to satisfactory resolution.
- **Specific Skills**
Requires strong computer and data entry skills. Proficiency in Microsoft Office products (Excel, Word, and Outlook) is required.

- **Work Environment**
Indoor office. Employee is expected to be self-sufficient and work with limited supervision.
- **Other Qualifications**
Sincere allegiance to the mission of the seminary
Personal faith in and commitment to Jesus Christ
Professional expertise and integrity
Excellent organizational skills
Excellent interpersonal skills
- **Physical Abilities**
While performing duties of this job, the employee is required to sit for long periods, stand, walk, use hands, reach with hands and arms.

This description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

For more information or to apply please send inquiry or resume to Karen Nelson,
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