

Job Description

Job Title: Dean of Spiritual Formation

Department: Discipleship

Job Category/ FLSA Status: Full-time/exempt

Accountability: Dean of Discipleship

Authority: As assigned.

Position Description:

The Dean of Spiritual Formation will oversee the campus spiritual formation programs and carry the banner for spiritual growth among faculty, staff and students. This position provides key leadership in the areas of spiritual formation creating a spiritual environment that contributes to personal and organizational transformation that reflects the CBS Mission.

Major/Essential Functions:

- Leads the spiritual formation ministry focused on faculty, staff and students of the college.
- Works in collaboration with the Dean of Discipleship/Chaplin and the Academic Dean, and will function as a CBS faculty member, developing and teaching sections of lab curriculum focusing on the spiritual life each student.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

Duties/Responsibilities:

- Cultivates collaborative relationships with the Dean of Students, Faculty, and Student Advisors for the purpose of the Christian spiritual formation and flourishing of all students, thus deepening the student's commitment to Christ and Christ's mission in the world.
- Collaborates with the Associate Vice President of Student and Enrollment Services to develop a spiritual scorecard and road map for all students during the required first year stewardship course.
- Maintains spiritual assessment tools and student accountability reports.
- Attends Administrative Council, Faculty and chapel meetings.
- Performs related duties as required.

Qualifications:

Required:

- Masters from an accredited institution of higher education and 5-7 years of experience in a professional higher educational ministry setting working with non-traditional students or similar student groups.
- Flexible, cooperative attitude necessary to teach traditional and non-traditional students.
- Inspires, respects, trusts and motivates others to perform well.
- Exhibits confidence in self and others.
- Effectively influences God-centered actions and opinions of others.
- Be in complete agreement with doctrinal position 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 statement without reservation.

Preferred:

- Doctorate from an accredited institution of higher education and a 5-7 years of experience in a professional higher educational ministry setting working with non-traditional students or similar student groups.
- Knowledge and experience in missions and urban related work preferred.
- Teaching experience within Biblical Higher Education ministry, Spiritual Formation within a classroom/lab setting at the ABHE affiliated college preferred.
- Bilingual in English and Spanish (speak, read, and write)

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

- Knowledge of FERPA and other applicable laws.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the college.
- 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 Business desktop tools to include Word, Excel, PowerPoint, Outlook, 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.):

- 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 10 pounds.

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

- Typical academic education environment
- Ability to work flexible hours, including periodic evening/weekend schedule to support faculty, staff and students.

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.