

Job Description: Vice President for Academic Affairs

Job Summary

The Vice President for Academic Affairs is the Administrative Officer responsible for the entire academic program of the College and for maintaining the academic integrity of the College.

Organizational Relationships

The Vice President for Academic Affairs will officiate as the Chairperson of the Faculty Committee, and be directly accountable to the President. In the absence of the President, the Vice President for Academic Affairs will assume the responsibilities of the President.

Qualifications

The Vice President for Academic Affairs shall understand basic Bible College curriculum objectives, student trends, educational philosophies and the job market for Christian ministries. The Vice President shall have administrative ability and experience, and shall have a minimum of a Master's degree.

Responsibilities

1. Annually prepare the curriculum with a view towards refinement to better achieve the ultimate purpose of the College.
2. Make faculty assignments based upon ability and qualifications.
3. Guarantee that all matters of credit and record are cared for in the Registrar's Office in accordance with the best standards of the National Association of Registrars.
4. Be responsible for commencement exercises.
5. Be actively involved in recruiting new faculty and academic staff as needed.
6. Be responsible for the welfare and development of the faculty.
7. Supervise and evaluate the effective management and function of all persons accountable to the Vice President for Academic Affairs.
8. Prepare an annual budget for academic affairs.
9. Teach on a reduced credit hour load basis.
10. Assure compliance with state, federal and accreditation requirements.
11. The VPAA will serve as the chair of the Assessment Committee, and is responsible to oversee the regular and formal assessment of student learning to ensure that the curriculum is meeting its stated objectives in a satisfactory manner.

Contact Information

To apply for this position, please submit the Application Form along with your personal resume or CV to:

Dave Ley
President
Alaska Bible College
248 East Elmwood Avenue
Palmer, AK 99645
907-745-3201
dley@akbible.edu

The Application Form can be downloaded at the following URL:

<https://www.akbible.edu/employment/>