Christian Leaders' Training College

**POSITION DESCRIPTION**

**Position:** Associate Dean

**Reporting to:** Dean of Lae Campus

**Location:** Lae

**Revised:** July 2024

**Purpose**

The Associate Dean supports the Dean in the running of the campus to equip and develop Christian leaders for the church in Morobe Province. The Associate Dean has responsibility for the TEE ministry of the campus and assists with teaching, running the online classes, and financial and academic administration. The Associate Dean is a faculty member which is further explained in the CLTC Faculty Manual. The Associate Dean also works closely with the Dean of Distance Education.

**Responsibilities**

1. **Spiritual Formation and Growth**
* Maintain and develop your own personal spiritual growth, fervour, and renewal through the practice of spiritual disciplines – especially Bible reading, reflection, and prayer.
* Provide an example of Christian character and integrity in every aspect of your life;
* Demonstrate love and compassion in all relationships;
* Model ministry practice.
1. **Teaching and Course Development**
* Prepare and deliver lectures, seminars, and tutorials in your specific area of expertise.
* Develop and update course materials, syllabi, and assessment methods to ensure they are current and relevant.
* Foster an engaging and inclusive learning environment that encourages student participation and critical thinking.
* Take initiative to ensure Library holdings are adequate and up-to-date in your specialist teaching areas (subject to budget considerations).
1. **Promote and Manage TEE Programme**
* Conduct TEE Tutor training.
* Promote the establishment of TEE groups in Morobe, and Sepik.
* Supply course material and provide administration support.
1. **Campus Administration**
* Provide monthly acquittal of income and expenditure to the Finance Office.
* Assist with printing.
* Assist with setup for online classes.
* Supervise student community service hours.
1. **Mentoring**
* Provide academic advising and mentorship to students, guiding them in their studies, research, and career planning.
* Be available for one-on-one consultations to offer support and address student concerns.
* Assist students in developing their spiritual and personal growth through regular interactions and guidance.
1. **Other Responsibilities**
* Cover for the Dean as required.
* Assist in the development and implementation of college policies and initiatives.
* Other responsibilities as required.

**Position Requirements**

1. **Academic**

Bachelor’s degree

Strong background in Bible, theology, and the humanities

1. **Experience**

Teaching and Christian ministry

1. **Gift-Mix**

Teaching and administration

1. **Personal Characteristics**
* Ability to interface with students wisely, appropriately, and with cultural sensitivity in the classroom as well as all individual and group interactions.
* Godly character and integrity, and the mindset of a servant to empower those he/she leads.