

# Pacific School of Religion

Assistant Dean for Academic Programs and Registrar



Pacific School of Religion (PSR) is seeking an innovative individual to serve as Assistant Dean for Academic Programs and Registrar. Registrar responsibilities include coordinating academic processes and registration functions, maintaining the registration database and student records, and supervising part-time student personnel. This work is done in partnership with the Registrar's office at the Graduate Theological Union. The Assistant Dean for Academic Programs works closely with the Vice President for Academic Affairs and Dean supporting faculty in student academic advising, monitoring student progress, generating institutional and academic reports, preparing and updating program manuals, clarifying academic policy issues and ensuring ADA accommodations. This person also works closely with the Assistant Dean of Students and Community Life to ensure full coverage of each student's educational experience.

## Desired Qualifications

- A bachelor's degree is required; an advanced degree is preferred
- Two years experience in administration, preferably in theological education
- Demonstrated organizational and management skills
- Strong interpersonal, verbal, and written communication skills
- Commitment to racial, gender, sexual orientation and economic justice and ability to work effectively in a multicultural and diverse community
- Flexibility to function collegially in a team setting
- Ability to coordinate multiple projects and priorities with quick efficiency, giving careful attention to detail
- Supervisory experience
- Experience with databases (preferably Datatel/Ellucian) and proven tech-readiness, with the ability to understand how technology tools can be used in conjunction with the academic needs of the institution

**Application and Nomination Process:** Expressions of interest (cover letter and resume) and nominations may be sent to Jen Gall, Executive Assistant to the President, [hire@psr.edu](mailto:hire@psr.edu). All nominations and applications will be confidential.

## About Pacific School of Religion

Pacific School of Religion (PSR) is a progressive, multid denominational seminary and center for social justice that prepares spiritually-rooted leaders to work for the well-being of all people. Rooted in the Christian tradition, PSR is home to a vibrant and diverse community of faculty, staff and students from a wide range of spiritual, religious, and cultural backgrounds. Reflecting the interreligious and multiethnic reality of the world, PSR develops and connects individuals engaged in faith-based leadership and social activism through rigorous scholarship, practical training and immersive fieldwork, preparing them for ongoing service including pastoral ministry, non-profit and civic leadership, and public policy. PSR is a member of the Graduate Theological Union (GTU), an interfaith consortium of seminaries and institutes in the San Francisco Bay Area. PSR is a non-profit founded in 1866 and is located in Berkeley, California. See [www.psr.edu](http://www.psr.edu).