



Currently recruiting for:

Academic Dean

Marketing Specialist

Administrative Assistant/Registrar

Review attached job descriptions and send letter of interest and resume to:

Susan Coppage Evans, D.Min.

President, Fox Institute for Creation Spirituality

e-mail only: [sevens@foxinstitute-cs.org](mailto:sevens@foxinstitute-cs.org)

**In subject line of e-mail write: FICS JOB INQUIRY**



## **ACADEMIC DEAN JOB PROFILE AND DESCRIPTION**

FULLTIME

LOCATED IN COLORADO

**FUNCTION:** directs and oversees administrative, behavioral, and academic programs that serve a diverse student population. Academic responsibilities include curriculum development, faculty recruitment/retention and assisting with scheduling of classes. Additionally, responsible to assist with student acquisition, retention, housing, extra-curricular activities, orientation and graduation. Address and resolve social or academic problems when they arise. Leads Academic Affairs committee and Faculty Advisory committee and represents Fox Institute in the community. Works in close collaboration with the President, helping to develop and maintaining budget and provide reporting to Board of Directors and accreditation body. *It is hoped that the Founding Academic Dean will shift into the President position in or around 2018 when another Academic Dean is hired.*

## **DUTIES AND RESPONSIBILITIES**

- Directs, manages, and supervises the Academic Dean's Office and all programs reporting to this office.
- Ensure that educational programs fulfill the mission and vision of Fox Institute and the principles of Creation Spirituality
- Ensure quality of education by developing, reviewing and approving curriculum
- Maintain standards of education and communicate such through edited and approved faculty and Student handbooks
- Establishes and implements short- and long-range department goals, objectives, policies, budgets and operating procedures.
- Performs department/program assessments and evaluations to determine effectiveness, and implements corrective action as required for improvement.
- Designs, establishes, and maintains staffing and an organizational structure to effectively accomplish the department function; recruits, employs, trains, supervises, and evaluates department staff.
- Directs and oversees the Students Rights and Responsibilities/Judicial Affairs and the Student Code of Conduct.
- Researches, plans, implements, and assesses student development efforts with all elements of the Institute's community and all facets of campus life.
- Represents the Institute to governmental agencies, vendors, students and their parents, and/or the general public.
- Handles emergency and crisis situations that pertain to students and campus life.
- Recommends and participates in the development of Institute's policies and procedures; Serves on Institute's planning and policy-making committees.
- Works with Marketing team to assess program offerings, provide outreach, attract students and increase admissions
- Oversees registrar department/activities
- Teach at least two courses per year

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of current, innovative educational methodologies and Creation Spirituality education pedagogy
- Knowledge of applicable legislation, standards, policies and procedures within specialty area.
- Knowledge of current and developing legal issues and trends in area of expertise.
- Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate.
- Strong leadership skills.
- Demonstrated conflict resolution skills.
- Ability to react calmly and effectively in emergency situations.
- Excellent oral and written communication skills.
- Skill in budget preparation and fiscal management.
- Skill in organizing resources and establishing priorities.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Knowledge of student support programs and services.
- Ability to plan, assess, and evaluate programs.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to foster a cooperative work environment.
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Employee development and performance management skills.
- Ability to make administrative/procedural decisions and judgments.
- Is proficient in use of Microsoft Office Suite

## **EDUCATION AND QUALIFICATIONS**

- Completed doctoral degree in spirituality or related field. Coursework in Creation Spirituality. Degree in Creation Spirituality preferred. At least 5 years of experience directly related to the duties and responsibilities specified.



## **MARKETING SPECIALIST JOB PROFILE AND DESCRIPTION**

FULLTIME

LOCATED IN COLORADO

**FUNCTION:** The Marketing Specialist's job is to design, create, and deliver marketing programs to support the launch and growth of the Fox Institute's programs. The role requires helping to develop and implement the marketing plan, facilitating outreach presentations and initiatives (in-person and e-mail), networking and building strategic alliances, developing outreach data base, coordinating with marketing vendors/consultants to deliver marketing materials (print, website, advertising, e-mail), ensuring brand consistency and clear voice of the organization, and providing reports according to information gathered such as market trends/potential partnerships. Familiar with a wide range of field's practices, concepts, and procedures, the marketing specialist is expected to rely on judgment in planning and experience to accomplish their goals. Reports to the President of Fox Institute.

### **DUTIES AND RESPONSIBILITIES**

- Participate with team members in developing and implementing Marketing Plan. Provide data with regards to effectiveness/outcome of plan.
- Assist with advertising materials and communications media to symbolize effectively the services of the organization to customers. Coordinating outside marketing vendor and consultants.
- Develop draft advertising layouts and text as campaign materials and presenting to manager for approval and review.
- Manage layouts and designing of communications such as presentations, newsletters, event support materials, research papers, and brochures.
- Design and implement classical marketing projects.
- Participate in designing and collecting student and faculty feedback/research to help ensure quality of services.
- Increase the growth of the organization as measured by student admissions and graduations.
- Represent FICS at conferences and school recruitment activities and events
- Arrange necessary aids for speaking and attending presentations and giving feedbacks to the speaker.
- Develop and write sketches of graphics and consulting with the printing company representatives on the requirements of particular project.
- Present recommendations to marketing committee or manager.
- Develop and coordinating multimedia packages like brochures, letters, purchase displays, video and so on for specific assignments.
- Develop programs related to mail and monitor rolls of the campaign and ensure success levels at conclusion.
- Develop relationships with like partners and coordinate opportunities for FICS staff to collaborate and participate in presentations, conferences, meetings that would widen the awareness of FICS.
- Help coordinate fund-raising initiatives, activities and events.

### **SKILLS AND SPECIFICATIONS**

- A passion for the mission/vision of Fox Institute
- Excellent analytical and presentation skills

- Excellent organizational skills and ability to handle/prioritize many assignments simultaneously.
- Efficiently work under deadline pressure to complete assigned task.
- Exhibits great creativity and resourcefulness.
- Able to take calculated and bold initiatives to meet the expectations of clients effectively.
- Excellent oral and written communication skills
- Should have equally effective people skills to deal with clients.
- Self-confident and outgoing personality.
- Should be an expert in forwarding thinking, market research, and should possess problem-solving skills.
- Expert with marketing/computer applications (office, publishing/design programs, etc)
- Solution focused and ability to deal with conflict/change in proactive manner.
- Self-motivated and effective with a team
- Demonstrates leadership and offers ideas for systems for improved performance of business objectives.

## **EDUCATION AND QUALIFICATIONS**

- Minimal requirement: Bachelor's degree in advertising, journalism, marketing or communications.
- Four plus years' related experience
- Experience with non-profit, spiritual and educational organizations preferred.



## **ADMINISTRATIVE ASSISTANT/REGISTRAR JOB PROFILE AND DESCRIPTION**

FULLTIME

LOCATED IN COLORADO

**FUNCTION:** Provide administrative support to the President and leadership team of Fox Institute, respond to email and phone inquiries, assist Marketing Specialist in outreach campaigns, maintain data base, organize activities related to the records and registration on-line procedures, including serving as the official authorized keeper of the university's student records. *(Based on enrollment projections, it is anticipated that this will become two positions by July 2018)*

### **ESSENTIAL RESPONSIBILITIES:**

#### *ADMINISTRATIVE ASSISTANCE*

- 
- Be on-site at Fox Institute to provide reception, hospitality and care of the building
- Provide administrative support to staff and students
- Provide marketing support via printing/mailing and assistance with database and website updates
- Respond to student inquires via phone and direct requests to appropriate person, i.e., Dean of Students. Marketing Specialists, Bookkeeper or President
- Coordinate Maintenance requests
- Order Supplies
- Take minutes at meetings

#### *REGISTRAR*

- Organize and administer the records, registration and graduation functions, including transcript evaluations, in order to provide maximum service to students while ensuring efficient and effective workflow.
- Participate and serve as part of the Student Advisory Team. Lead initiatives as determined by the Dean.
- Provide support for records and registration services, including registering students, issuing transcripts, answering phones, scanning, reporting grades and working special events
- Supervise the coordination, evaluation and certification of all graduation applications, and assist with graduation process and ceremony.
- Responsible for reviewing/collecting, recording, maintaining and reporting of student records, e.g., grades, registration data, transcripts, mid-term verification – on website data base.
- Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through Registration and Records
- Problem solve the research, analysis and resolution of student disputes as they relate to records and registration with assistance from Dean of Students.
- Collaborate with administrators, deans, faculty, IT and counselors to facilitate and improve services to students, including catalog and registration/records policy questions.
- Serve as ex-officio member of Curriculum Committee

## **SKILLS AND SPECIFICATIONS**

- A passion for the mission/vision of Fox Institute
- Excellent organizational skills and ability to handle/prioritize many assignments simultaneously.
- Expert with Microsoft office applications (Word, Excel, PowerPoint, etc.) and use of a computer
- Efficiently works within deadlines to complete assigned task.
- Exhibits creativity and resourcefulness.
- Excellent oral and written communication skills
- Solution focused and ability to deal with conflict/change in proactive manner.
- Effective interpersonal skills to coordinate staff, students and the public
- Self-confident, outgoing personality and optimistic
- Self-motivated and effective with a team
- Demonstrates leadership and offers ideas for systems for improved performance of business objectives.

## **EDUCATION AND QUALIFICATIONS**

- Bachelor's degree
- 2 years of direct experience (non-profit/educational) or 3 years in a related area