Position Title: Doctor of Ministry (DMin) Program Coordinator

Status: Half-time (20 hours per week), non-exempt

Annual Salary Range: $24,000-$29,000

Description: The DMin Program Coordinator is the primary administrator for Iliff’s Doctor of Ministry in Prophetic Leadership program, a professional doctoral degree designed for students in a range of roles across ministry and non-profit contexts. The DMin Program Coordinator works with and alongside the faculty director(s) of the DMin to ensure that the program is running smoothly, and interfaces with multiple departments across the institution to facilitate student success. The DMin Program Coordinator is the first point of contact for students, prospective students, faculty, and community members who are involved in or interested in the DMin. The Program Coordinator reports to the Dean in collaboration with the DMin faculty director(s).

Position Duties

Recruitment, Enrollment, and Retention

- Work with Enrollment to recruit students, guide them through the application process, and facilitate review of applications with faculty
- Represent the Iliff DMin at admissions opportunities that are especially conducive to recruiting ministry professionals, including some requiring travel
- Take part in on-campus recruitment events and webinars
- Offer consultation for prospective students and enrolled students on a one-on-one basis
- In collaboration with other departments, plan and offer orientation sessions for incoming DMin students
- Work with the Dean’s Office to retain students in the program and connect struggling students with institutional resources
- Collaborate with the Dean’s Office and the Registrar to support graduating DMin students at Commencement

Student Support

- Serve as academic advisor to all DMin students through both coursework and project phases, in consultation with the faculty director(s)
- Work with students to ensure accurate and timely registration
- Support students in cultivating relationships with faculty and ministry professionals for DMin projects
- Provide guidance to students in their completion of necessary paperwork at each stage of the program
- Work with the Registrar to keep records of completed paperwork
- Serve as a liaison between DMin students and relevant departments within Iliff as needed
- Coordinate gatherings and events for DMin students during Gathering Days

**Program Administration**
- Schedule all logistics and communicate announcements for DMin Project proposal and final conversations
- Communicate regularly with DMin students
- Work with the Associate Dean to coordinate scheduling of required and elective DMin courses
- Offer trainings to faculty on all aspects of the DMin, including project direction, conversation protocols, and research with human subjects
- Offer trainings to ministry professionals who are serving on project committees as needed

**Assessment and Program Review**
- Maintain institutional membership for, and participate in, Association of DMin Educators (ADME) trainings and events
- Collect data and artifacts for program review (as specified by Associate Dean and Curriculum Committee)
- Plan an active role in program reviews and coordinate any programmatic and curricular revisions in collaboration with faculty director(s)

**Required Qualifications**
- At least two years of experience working in a higher education setting, preferably in theological education and preferably in an administrative role; commensurate administrative experience within other religious contexts also considered
- Strong critical analysis, strategic planning, and program management skills and experience
- Excellent organizational skills and attention to detail, with the ability to manage a number of competing projects
- Excellent oral, active listening, and written communication skills using multiple formats (email, phone, in-person, etc.)
- Ability to utilize online video conferencing technology (i.e., Zoom, FaceTime) to communicate effectively with individuals and groups
- Proficient experience with, or ability to apply current proficiencies to, institution-specific technology, including but not limited to: Google Suite, Instructure (Canvas) LMS development (online course management), Jenzabar database management, Microsoft Suite, and online design applications (Piktochart, Adobe Creative Cloud, etc.)
- Ability to build and maintain relationships with diverse Iliff community members (i.e.: students, staff, faculty, and alumni)
- Experience working with diverse people and cultures; use of inclusive language required
• Ability to contribute towards the development of healthy departmental and institutional cultures and to embrace Iliff’s core values of rigorous theological study, social justice, and inclusiveness
• Ability to manage confidential information professionally and in accordance with FERPA regulations (i.e.: student records, adjunct faculty hiring documents, etc.)
• Ability to operate office and event-specific technology such as telephone, photocopier, A/V (microphone, projector, video camera), etc.
• Ability to apply principles of accounting including tracking and use of of debits, credits, and general ledger
• Current Iliff DMin students are not eligible to apply for this position.

Preferred Qualifications
• A terminal degree (preferably a PhD, ThD, DMin, or EdD), with at least one graduate degree in religious or theological studies or a cognate discipline

Physical Requirements:
Ability to rapidly input data entry and operate common office equipment. Accounting work requires extended periods of time in a stationary position. Light physical activity including occasional lowering oneself, remaining stationary, traversing, and transferring lightweight materials up to 20 pounds.

To Apply: Interested candidates should provide a cover letter, a CV, and the names and contact information (phone and email) for three references. Application materials should be submitted to humanresources@iliff.edu by July 15, 2024.

The Iliff School of Theology is an equal opportunity employer and as such prohibits unlawful discrimination based on age 40 and over, race, sex, color, religion, national origin, mental or physical disability, genetic information, ancestry, sexual orientation, gender expression, creed, pregnancy, marital status, veteran status, or other legally protected statuses. Every person is treated equally according to their qualifications, abilities, and experience in conducting all personnel actions and procedures including, but not limited to, recruitment, hiring, placement, training, discipline, transfer, promotion, benefits, layoff, leaves of absence, compensation, and all other terms and conditions of employment. For more information, visit us at www.iliff.edu.