

Oak Hills Fellowship

Job Description

Position Title: Senior Vice President of Administration

Department: President's Department

Position Status: Half time, 12 months

Reports To: President

FLSA Status: Salaried-Exempt (Executive)

Last Revision Date: January 2024

General Summary:

The Sr. VP of Administration is responsible to create and maintain the context and process for continuous quality improvement in all aspects associated with the college and mission ministries meeting their mission.

An individual in this position may be called upon to do any or all of the following essential functions. These examples DO NOT include all of the duties which the individual may be expected to perform.

Primary Responsibilities:

- **TEAM LEADERSHIP**
 - Stay current with regard to educational trends, especially those within the Bible College movement.
 - Oversee recruitment, hiring, supervision, evaluation and professional development of all staff.
 - Chair the College Leadership Team, Staff Meetings, and other committees as required.
 - Develop and implement long-range planning for the college and mission ministries.
- **EXECUTIVE LEADERSHIP**
 - If needed, serve in the absence of the President.
 - Responsible for the communication between the staff and the President.
 - Chair the College Leadership Team.
 - Supervise the Dean of the College and Director of Mission Ministries, providing strategic leadership and counsel on budgets, personnel and disciplinary action.
- **ADMINISTRATION**
 - Supervise Oak Hills staff.
 - Supervise the HR Department.
 - Work with the President to stay abreast of all aspects of Oak Hills ministries.
- **Staff Care**
 - Care and pray for staff and provide counsel for those with spiritual need or discipline concerns.

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- Maintain regular contact with all OHF staff monitoring personal needs and relational interaction within the organization.
- Inform and advise CEO of staff (not staffing) needs.
- Maintain regular communication with HR & Title IX coordinators and give administrative and personal support where needed.
- **REPRESENT THE COLLEGE**
 - Communicate the college vision to and answer specific questions from the various outside constituencies.

Education Requirements: Earned Doctorate

Experience Requirements:

- Ten years experience in higher education and/or organizational leadership,
- Experience in academic leadership,
- Experience in classroom instruction and personal discipleship.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Have a visible passion for God
- Have a genuine compassion for people
- Have a clear Christian testimony
- Model Christian service by attending a local church and being active in a ministry
- Fully embrace the doctrinal position, mission, and values of Oak Hills and the denominational diversity of OHCC
- Leadership skills
- Ability to work independently
- Problem solving skills
- Communication skills, including both writing and public speaking
- Technology skills
- Time management skills
- Ability to relate to the diversity among personnel in the interdenominational setting of Oak Hills
- Teaching ability

Supervisory Responsibilities: Yes

Working Environment:

Monday – Friday

Weekends as needed

Special events as needed

Occasional travel required

Physical/Mental Requirements:

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Ability to work in high stress situations

Ability to handle conflict situations