College of Arts and Sciences Operations Manager

Founded in 1891, North Park University is a Christian university affiliated with the Evangelical Covenant Church of over 3,200 students from around the country and world. Located for over 125 years on the land of the Miami and Potawatomi tribes in what is today Chicago’s northside, NPU has recently been designated a Hispanic Serving Institution and is committed to serving diverse populations. Elevating North Park University’s core distinctives of Christian, city-centered, and intercultural, NPU values diversity among its staff and is committed to building a racially and culturally diverse intellectual community, and strongly encourages the nomination and candidacies of persons who are Black, Indigenous, and People of Color regardless of gender.

MISSION
The mission of North Park University is to prepare students for lives of significance and service through education in the liberal arts, professional studies, and theology.

VISION
Building on our core institutional identity—Christian, city-centered, intercultural—our vision is to create a university of uncommon character and enduring excellence, where faith, learning, and service meet.

Job Description Summary

The College Operations Manager (COM) in the College of Arts and Sciences has responsibility for the operational functions of the college and provides key management, and high-level administrative support to the Dean.

Responsibilities

- Provides administrative support to the Dean of the College of Arts and Sciences, and as needed to Associate Deans of the College of Arts and Sciences
- Provides overall support for the College including assisting in appropriate ordering of instructional materials, supplies, and coordinating College activities.
- Class Scheduling - Working with department chairs, associate Deans, and Dean, assists departments in the development of their schedules and facilitates communication between the different campus departments (including the Registrar’s Office).
- Staffing/Resource Management Support - works with the Dean, Associate Deans and Chairs on College staffing positions (recruitment, on-boarding where appropriate, etc.)
- Supervising student employees.
• Load Management – Working with the Provost Office to develop/track faculty load based on assigned courses. Provide load sheets to all on-campus faculty, contracts to all adjuncts, and others teaching courses for the College.
• Works with Chairs, Associate Deans, and Deans to improve College operating procedures

The ability to successfully manage changing priorities and the ability to multi-task are required to be successful in this position.

Minimum Qualifications
• Bachelor’s degree preferred or the equivalent of a min. of 6 years of direct high level administrative experience within a higher education environment.
• Self-starter with a high degree of ownership.
• Ability to effectively coordinate many overlapping tasks.
• Strong organizational skills/detailed oriented.
• Excellent communication and customer service skills.
• Strong interest in working in a student-centered office.
• Must be able to work well under pressure and handle a variety of projects simultaneously.
• Ability to relate well to a variety of personality types is essential.
• Possess a high level of professionalism and maturity due to the handling of confidential and sensitive information.
• Ability to work independently, take initiative and understand and follow complex directions.
• Computer literacy in Microsoft Word, Excel, Outlook, and databases needed.
• Personal commitment to North Park’s mission of Christian higher education.

Preferred Qualifications
• The preferred candidate would have a minimum of two years working in an educational environment in a similar administrative position

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.