



## Online Theology Program Director Position Description

### **Overview:**

This position is chiefly responsible for the theological integrity and continuous academic improvement of our highly regarded Catholic Online Theology programs. The Program Director provides instructional leadership and management; initiates and implements marketing and outreach; recommends new programs for development to attract new markets, oversees the general operations of the programs, and is part of the SJC Online management team. This position reports directly to the Senior Vice President of Academic Affairs.

The online Theology Programs consist of:

BA in Theology  
MA in Pastoral Theology  
MA in Sacred Theology  
MA in Advanced Diaconal Studies  
Masters in Divinity (MDiv)

Graduate Certificate in Theology  
Undergraduate Certificate in Theology  
Continuing education certificate courses

### **Roles and Responsibilities:**

The Program Director is primarily responsible for the quality, integrity, and the enrollment growth of the distinctively Catholic Online Theology programs by

- Ensuring that the curricula is in proper alignment with the magisterium of the Catholic Church on all matters of faith and morals, and that our programs conform to the applicable guidelines and recommendations of the USCCB;
- Identifying niche markets or target populations that provide for growth in the program(s) and working collaboratively to develop and implement recruitment/marketing plans accordingly, with the goal of increasing enrollments by 15-20% over the next three years;
- Recruiting and maintaining a full complement of adjunct faculty who are committed to providing an authentically Catholic education and will deliver an engaging, high-quality experience for our adult learners;

- Evaluating existing curricula and courses regularly and updating them with the most appropriate texts, concepts, and teaching methods to ensure up-to-date information and effective, engaging delivery;
- Developing new courses and programs, including non-credit customized continuing education and training certificates when/where appropriate, and eliminating those that are no longer responsive to current or projected needs;
- Providing a formal review and assessment of the Online Theology programs which includes program profiles, competitor analysis, data and trends on program performance, and recommendations for improvement;
- Ensuring program compliance with the standards of our external accrediting agencies.
- Teaching up to 12 credit hours per year.
- Potential to travel to conferences/conventions as needed.

**Qualifications:**

- A terminal degree in a relevant field of study (e.g. Ph.D., Th.D., D.Min., S.T.D.) is preferred. Candidates near the completion of such a degree (e.g., ABD) will also be considered.
- Demonstrated success in online graduate teaching
- Ability to manage faculty from across the country
- Highly organized and proven success at management/administration
- Ability to develop and grow new programs
- Excellent oral and written communication skills
- Excellent collaboration skills

**Application packages should include:**

1. Cover letter, addressing the candidate's prior experience and abilities as they relate to successfully undertaking the roles and responsibilities of this position
2. Curriculum vitae
3. Names, email addresses, and telephone numbers of three (3) professional references.

**Work Location:** Remote, hybrid, or on-campus options, with occasional required on-campus visits (1-2 times per year).

For more information about Saint Joseph's College of Maine, please visit [sjcme.edu](http://sjcme.edu). Questions about the position can be directed to Mylan Bannon, Executive Associate to the VPAA, at [mbannon@sjcme.edu](mailto:mbannon@sjcme.edu).

Review of applications will begin on November 17th and continue until the position is filled.