



Assistant Academic Dean

[Master's College & Seminary](#) (MCS) invites applications for a full-time **Assistant Academic Dean** (negotiable to part-time, if the applicant desires). The successful candidate will support MCS's off-site Vice President of Academics in providing academic oversight on campus at MCS while also serving as a member of the teaching faculty. The work schedule consists primarily of daytime hours, although periodic evening hours may be required (e.g., to support the launch of evening classes). This is an on-campus appointment that will begin in August of 2024.

[Established in 1939](#), MCS continues to prepare graduates to take their place with thousands of alumni who have served or are currently serving in vocational and lay ministry in Canada and around the world. In November 2023, MCS and Horizon College & Seminary signed a [partnership](#) letter of intent to share curriculum, resources, faculty, and staff cross-provincially in a lean and sustainable collaborative operating model. This summer, MCS is moving to a new [campus in Mississauga](#) while also establishing [church-based learning hubs](#) across Eastern Canada to prepare competent Christian leaders with the church, for the church.

Qualifications

The ideal candidate will have:

- credentials with the Pentecostal Assemblies of Canada.
- a strong commitment to the PAOC's Statement of Essential Truths and Positions and Practices (articles 5-6 in the [General Constitution and By-Laws](#), p. 4-8).
- a completed Master's or doctoral degree in an area relevant to MCS's curriculum.
- strong administrative, organizational, and communication skills.
- familiarity with Zoom and ability to learn and operate MCS's LMS (Populi) and classroom technology systems.
- pastoral care strengths and excellent relational skills.
- demonstrated teaching effectiveness, both in-person and online.
- evidence of a trajectory toward ongoing scholarship.
- familiarity with academic administration.
- significant ministry experience in a local church.
- demonstrated spiritual maturity.
- demonstrated commitment to a local PAOC church.

Responsibilities

- Support the institution's mission to create a learning community that provides programs and services that equip Pentecostal leaders for ministry.
- Collaborate with various departments to support success in student formation and learning, and support for external partnerships and institutional advancement.

- Advise and assist the VP Academics with curricular development and regarding the evaluation and development of effective policies and procedures.
- Interpret and enforce academic policies and procedures at MCS, including through academic student discipline.
- Assist the VP Academics with course and syllabi development.
- Assist with hiring adjunct faculty, as requested.
- Advise, assist, and train adjunct faculty through teaching preparation and course delivery.
- Preparing reports or information for committees or for accreditation purposes.
- If capable, provide secondary tech support for classroom learning.
- Engage in ongoing professional and scholarly development.
- Teach up to four courses per year, including one off-campus, outside of Mississauga.
- Develop and teach Distance Education (DE) courses as is necessary and agreed on.
- Participate in college chapels and other discipleship events.
- Participate in regular faculty, staff, and other committee meetings.
- Represent MCS in constituency churches and PAOC events periodically throughout the year.
- Regularly attend and maintain membership in a PAOC church.

Salary

\$55,800 to \$83,256, if hired at an Instructor or Assistant Professor faculty rank. Salary is dependent on experience and education. This position does not qualify for the Clergy Residence Reduction.

Applications

To apply, please submit the following:

- Cover letter. In it, please identify your two preferred areas of teaching (NT, OT, theology, pastoral ministry and leadership, church history, or general studies).
- Curriculum Vitae
- Personal Faith Testimony (up to one page): Summarize your journey to faith and your faith development.
- Statement of Ministry Experience (up to one page): Summarize your history of ministry experience in paragraph form, noting any ministry credentials you have.
- Statement of Theological Positions (up to one page): Explain your personal view regarding women in ministry leadership and the ways in which your views do or do not fit with the PAOC's Statement of Essential Truths and Positions and Practices (articles 5-6 in the [General Constitution and By-Laws](#), p. 4-8).
- Oral presentation examples: links to videos of recorded class lectures, sermons, or other presentations.
- Evidence of post-secondary teaching effectiveness, if available, such as previously used syllabi, course evaluations, or faculty evaluations.
- Sample of published scholarship, if available.
- Unofficial copies of all graduate academic transcripts.

- Reference information: Note the names, phone numbers, and email addresses of three or four references who will submit reference letters directly to MCS. Two references should be pastoral references and at least one should be academic. References should speak to the applicant's character, spiritual maturity, commitment to the church, and suitability for serving as the Assistant Academic Dean and for teaching at a Pentecostal ministry leadership college. Applicants should direct references to email their letters to apply@mcs.edu with the applicant's name in the subject line.

Applicants should submit their application package, preferably in PDF format, to apply@mcs.edu with "Assistant Academic Dean Application" in the subject line.

All materials must be received by May 21, 2024, for full consideration. Initial conversations with early applicants may take place leading up to or following the PAOC General Conference (May 13-16).

All qualified candidates are invited to apply; however, Canadian citizens and permanent residents of Canada will be given priority.