



Job Description

Job Title: Academic Director
Accountable To: Executive Committee

Description:

The Voices School for Liberation and Transformation is a collaborative of scholars, a network of leading influencers, and a community of learners committed to pursuing positive change and transformative theological explorations through educating, inspiring, and training leaders of color in academia, faith communities, business, politics, media, social advocacy, the arts, and culture.

As The Voices School is a new initiative in its early stages of development, the principal responsibility of the Academic Director would be to create the necessary infrastructure for VOICES' academic programs in the immediate and intermediate phases that fulfill the vision of VOICES stakeholders.

The ideal candidate will have a demonstrated knowledge and expertise in applicable fields of study, a heart for kingdom justice, a passion for learning as well as sharing knowledge and a commitment to the pursuit of a decolonized education and world view so as to ensure positive change in the world.

Responsibilities Include:

- Scheduling, facilitating, and actively participating in faculty and staff meetings dealing with all aspects of Voices School programs, administration, outreach and marketing
- Engaging in strategic planning and envisioning of the Voices School in coordination with faculty and staff, and implementing those visions at various locales, nationally, and internationally
- Coordinating work needed for institutional accreditation and ensuring all work is completed and submitted in a timely manner
- Coordinating various academic certification programs, and ensuring faculty have received necessary information and training.
- Working in collaboration with the Academic Administrative Assistant and/or Director of Operations on all communications and administrative tasks
- Ensuring adequate student support is provided at every level of a participant's engagement with the Voices School
- Being principally responsible for receiving and resolving student complaints and grievances, and doing so in collaboration and coordination with faculty

- Creating written policies and guidelines for the effective administration of The Voices School that reflect consensus decision-making and effective collaboration of all VOICES stakeholders
- Pursuing, supporting, and encouraging the theological foundations of The Voices School, and supporting the spiritual growth and empowerment of students, faculty, and staff
- Creating and supporting an inclusive environment that respects diversity of persons, thoughts, and scholarship at every level
- Completing all necessary paperwork and documentation in a timely manner
- Facilitating and maintaining contacts with faculty, staff, and students to promote close working relationships and sense of cohesive community

Opportunities: (optional)

To engage in collaborative research/publishing, especially that for the benefit of BIPOC communities

Qualifications:

- Doctoral Degree in Education or related subject areas
- 5-7 years related work experience
- 2 Letters of Recommendation

This is a part-time position that pays \$30 per hour; 10-15 hrs/wk (opportunity for increased hours as enrollment increases)

To apply: Send cover letter and resume to academics@voicesschool.org