

POSITION DESCRIPTION

Position Title: ACTS SEMINARIES MANDARIN PROGRAM MANAGER

Position Summary

The Mandarin Program at ACTS Seminaries of Trinity Western University is a rapidly growing academic program. The successful candidate for the position of Program Manager will take up a position that has been identified as key to the successful and effective operation of the Mandarin Program, and the fulfilment of the program's vision. He/she will work with the Mandarin Program Director in ensuring the effective administrative operation of the program. This includes:

1. maintaining and expanding connections with the Chinese community (including churches, donors and prospective students in Canada and China),
2. facilitating the academic operations of the Mandarin Program, including integration of students into the academic context of the Mandarin Program, ACTS Seminaries and Trinity Western University, liaising with the various offices that support the academic operations of the Mandarin Program (including student life, registrar, wellness centre, library, etc.), and
3. working with the ACTS Marketing and Enrolment team to maximize effective communication and connection with prospective students.

Primary Responsibilities

This is a part-time position with the following primary responsibilities.

1. *Program Administration*

- **COMMUNITY RELATIONSHIP.** Work with the Program Director to reach out, build and maintain a good relationship with local churches and Chinese Christian communities globally with the goal of fostering participation, financial support and prayer partnerships.
 - **PARTICIPATION.** Encourage churches to promote the program among their congregations, recommend potential students, collaboratively host events and provide internship opportunities for our students.
 - **COMMUNICATION.** Maintain effective communication with donors, students, potential students, Christian communities, prayer supports and all interested parties.
 - **FUNDRAISING.** Work with the Program Director in identifying potential donors, strategically locating and approaching possible donors, maintaining a relationship and keeping them informed.
- **PROGRAM MANAGEMENT.** Lead the administrative activities of the Mandarin Program and function as a liaison between the Mandarin Program and related departments of ACTS Seminaries and TWU.
 - **ADMINISTRATION.** Work with the Academic Director's Office to process adjunct faculty contracts. Ensure arrangements are made for interpretation and marking for English-speaking faculty. Provide guidance for overseas adjunct faculty in travel arrangements, accommodation, etc. Assist adjunct faculty and students in setting up TWU IT accounts. Coordinate with the ACTS Finance Office to ensure all expenses are authorized, documented and submitted in a timely manner, including adjunct faculty payments and any other financial matters.

- SUPERVISION. Provide supervision for teaching/administrative assistants and volunteers as necessary.
- LIBRARY. Oversee the development and operation of the Mandarin Program library. Collaborate with the Mandarin-speaking TWU librarian in ordering, filing and coding library books, and maintaining online resources. Supervise the ordering and shipping of textbooks.

2. *Student Experience*

- STUDENT LIFE. Work with the ACTS Enrolment Office to provide orientation to new students and help them integrate into the ACTS academic program and Canadian society. Supervise the creation of a New Student Guidebook in Chinese for international students. Work with the Mandarin Program Director and TWU Director of Student Life in overseeing and maintaining a healthy student life among the Mandarin students.
- LIAISON. Represent ACTS Seminaries on TWU Richmond Campus and work as a liaison between the Mandarin student body and the ACTS and TWU administration in Richmond and Langley campuses, with the goal of facilitating an equivalent educational experience for Mandarin students in accessing resources such as academic writing services, counselling, wellness centre and spiritual guidance.

3. *Recruiting and Promotion*

- RECRUITMENT. Work with the ACTS Enrolment Office to identify sources of potential students locally and internationally, and provide input on strategies to attract, recruit, admit and retain students. Attend and/or host recruitment and retention events as needed.
- MARKETING. Work with ACTS Marketing Office to promote the Mandarin program through a variety of channels, including website, WeChat, Facebook, printed materials, etc. Ensure that information on the Mandarin website is accurate, updated and expanded regularly.

Supervision

Given: None

Received: ACTS Mandarin Program Director

Job Standards/Requirements

Education: BA required. Master's degree preferred (ideally in an area of theological studies)

Experience: At least 2 years of administrative experience in a post-secondary institution required or equivalent administrative experience.

Equipment: PC and other normal office equipment

Skills: Fluent in Mandarin and English. Excellent interpersonal skills with a wide range of students, staff, faculty, and other off-campus contacts using well-developed discernment and listening skills. Understanding of sales and marketing processes. Strong capacity for managing organized systems and disciplined contact follow up. Strong organizational, problem solving and sound decision making abilities.

Personal: Warm-hearted, committed, dedicated and mature evangelical Christian with a keen desire to serve in work, church, family and community. Firm commitment to the Community Covenant used by all individuals associated with ACTS Seminaries. Whole-hearted affirmation of the statement of faith from one of the ACTS Seminaries. Impeccable character and reputation. Positive and progressive outlook in the midst of a busy and challenging atmosphere.

Resume and cover letter should be sent to acts@twu.ca. We welcome all applications, however only those selected for an interview will be contacted.

Posted: December 2020

Start Date: Immediate