

JOB POSTING

Vice President of Academics & Dean of the Seminary HERITAGE COLLEGE & SEMINARY	
	Job Location: Cambridge, Ontario
Reports To: President	Position Type: Senior Leadership – Full Time

About Heritage College & Seminary

Heritage College & Seminary exists to equip men and women for life and ministry in the church and throughout the world. Rooted in Scripture and committed to faithful theological education, Heritage provides undergraduate and graduate-level training in a Christ-centered community that values academic excellence, spiritual formation, and practical ministry preparation.

About the Role

Heritage College & Seminary is seeking an experienced and respected academic leader to serve as **Vice President of Academics & Dean of the Seminary** starting in August of 2026. This is a full-time permanent role.

Reporting directly to the President and serving as a key member of both the President's Cabinet (PC) and the Administrative Council (AC), this senior role provides strategic and academic leadership that advances the mission of Heritage. The VP of Academics & Dean is responsible for shaping and stewarding the academic vision of both the college and seminary, ensuring academic excellence, institutional integrity, and alignment with Heritage's mission, vision, values, and doctrinal commitments.

As a **trusted academic leader, strong people developer, and strategic administrator**, the VP of Academics & Dean oversees faculty, academic staff, and academic operations. The role directs the day-to-day academic affairs of the institution, supervises the College Dean, and collaborates closely with the President in providing vision and direction to the faculty.

This position also includes teaching in the College and Seminary as needed and representing Heritage externally with distinction. The VP of Academics & Dean is a visible spokesperson for Heritage, cultivating relationships internally with students, faculty, and staff, and externally with churches, other academic institutions, parachurch agencies, mission boards, accreditation bodies, and donors.

Key Responsibilities

Strategic and Academic Leadership

- Provide visionary leadership to faculty and academic staff, equipping and supporting them to flourish in their teaching, scholarship, and service.
- Oversee the design, implementation, and continuous improvement of academic programs that meet institutional goals and accreditation standards.
- Serve as the academic voice and advocate on the President's Cabinet and Administrative Council.
- Teach three courses per year in the College and/or Seminary, modeling academic excellence.

Administrative Leadership

- Direct and support the work of the college Dean, seminary faculty, Registrar's Office, and Librarian.
- Ensure effective planning, resourcing, and accountability across all academic operations.
- Provide leadership for accreditation processes with ABHE and ATS, ensuring compliance and continual readiness.
- Develop and steward academic and library operational budgets responsibly.
- Oversee policies and procedures that ensure effective academic administration and a positive student experience.

Institutional Representation and Engagement

- Represent Heritage in academic, church, parachurch, and donor contexts with credibility and clarity.
- Build strong relationships with internal and external stakeholders to advance the mission of Heritage.
- Attend Board of Directors meetings as requested and provide informed updates on academic matters.

Qualifications

- Doctoral degree, i.e. PhD or ThD or equivalent required.
- 2 years of experience in an academic administrative leadership role preferred.
- 5 years of experience teaching at a post-secondary education level preferred.
- Pastoral experience an asset.
- Experience as a published author is an asset.

Application Process

Qualified candidates are invited to submit the following to HR@heritagecs.edu:

1. A cover letter outlining their interest in and suitability for the role.
2. A current curriculum vitae (CV).
3. Contact information for three references (two professional/academic, one pastoral/spiritual).