



Australian College of Theology Limited  
ACN: 127 429 083  
PRV: 12010

### **ASSISTANT TO THE ASSOCIATE DEAN**

The Australian College of Theology Limited (ACT) has a vacancy for a part-time position of Assistant to the Associate Dean.

The Australian College of Theology (ACT) is a registered Higher Education Provider (HEP) offering courses in theology to approximately 3,000 students through a national network of 17 affiliated Christian denominational and interdenominational colleges.

The key responsibilities of the position are: the development of a template for ACT policies and the transfer of existing policies once they have been revised as plain English documents; the development of online forms especially for the collection of academic publications, and storage in an e-repository; and support of the Editorial Committee of the ACT Monograph Series.

The position requires at least a research masters' degree and demonstrable capacity to work with a variety of academic referencing styles. Experience with university e-repositories and submissions to Excellence in Research for Australia (ERA) would be an advantage. Experience in policy development in these fields will be also well regarded, as will experience with Turnitin and Endnote.

Applicants are encouraged to contact the Associate Dean, the Rev Dr Graeme Chatfield, for further information.

Applications for the above position close on Friday 20 November 2015 and will not be accepted unless they address the details listed in the full job description, which must be obtained by emailing the address given below.

Please submit your application, including curriculum vitae and a reference from your minister/pastor, to:

Rev Dr Mark Harding  
Dean & CEO  
Level 10, 257 Clarence Street  
SYDNEY NSW 2000

**Phone:** 02 9262 7890

**Email:** [careers@actheology.edu.au](mailto:careers@actheology.edu.au)