Sample Organizational Chart

The following is a sample organizational chart for your Bible college. You may delete items that are not relevant. For example, you may not have faculty housing or food services--these and any other items that you do not want to provide may be deleted from the job descriptions.

When you first start your school, one person may have to assume dual responsibilities. As the school grows, you may need to add other positions in addition to the ones listed below. For example, you may need to have a dean of men and a dean of women instead of one dean of students.

As staff positions are developed, a job description should be written for each position. It should include the job title, who the person reports to, and specific duties.

CHURCH PASTOR

BOARD OF DIRECTORS

COLLEGE PRESIDENT

ACADEMIC DEAN
Accreditation
Academic Advising
Calendar
Catalog
Classrooms & Teachers
Course Scheduling
Curriculum
Extension Programs
Faculty
Faculty Handbook
Faculty Orientation
Graduation
Instruction
Interpreter/Translator
Library
Self Study
Syllabi Preparation

DIRECTOR OF PUBLIC RELATIONS
Alumni Relations
Bulletins & Publications
Fund Raising
Gifts & Donations
Public Relations
Disseminating Recruitment Information

DEAN OF STUDENTS
Counseling (non-academic)
Guidance (non-academic)
Health Services
Outreach Ministries
Student Residence Halls
Spiritual Life
Student Discipline
Student Handbook
Student Orientation

INTERN DIRECTOR
Mentor Assignments
Define training program
Provide in-service opportunities
Chair Weekly Classes
Select Reading Assignments
Evaluate Written Reports
Maintain Intern Files
Provide Ministry Opportunities
Evaluate and Issue Grades

BUSINESS ADMINISTRATOR
Bookstore
Office personnel
Computer & Duplicating
Campus Employment
Faculty Housing
Finances
Food Services
Maintenance
Payroll
Phone Service
Post Office
Insurance
Printing
Purchasing
Student Aid
Taxes
Vehicles
Textbook Selection
Facility Rent/Mortgage Payments

REGISTRAR
Admissions
Records
Registration