



**TEMPORARY/PART TIME
ADMINISTRATIVE ASSISTANT TO THE
CENTER FOR ADAPTIVE AND INNOVATIVE MINISTRY**
JOB POSTING
APRIL 2022

POSITION SUMMARY

Pittsburgh Theological Seminary seeks a Temporary Administrative Assistance to the Center for Adaptive and Innovative Ministry. This position is temporary and will work up to 20 hours weekly through the end of calendar year 2023.

PRIMARY RESPONSIBILITIES

Essential Duties and Responsibilities:

1. Travel, hospitality, and events for AIM travel—
 - a. Gathering data and booking accommodations and needed meeting space in selected destinations using Concur and local representatives
 - b. Managing catering onsite and for traveling, handling reimbursement for meals
 - c. Booking and managing classroom space for all in person course needs
 - d. Managing stipends and paperwork for special guests
 - e. Welcoming participants with logistics like a sign-in sheet, name tags, swag, etc.
2. Admissions assistance for both programs—
 - a. Collaborating with department staff to implement the recruitment plan in place including student connections and networking as well as phone and email conversations
 - b. Using Jenzabar to manage application pipelines including uploading applications, transcripts, inquiries, references, writing samples, scholarship offers, and other items
 - c. Assisting with scheduling interviews and sharing admissions status
3. Program Support
 - a. Scanning and loading reading materials for student use into the learning management system
 - b. Assists with grade collection and distribution as well as registration matters.

- c. Works within existing systems to sustainably process regular program life rhythms (files, records, and course survey management)
- d. Providing backup as needed throughout the program/other tasks as assigned

Technical Skills

- Task management and discernment in prioritizing
- Facility with or willingness to learn Jenzabar, Concur, and the current learning management system
- Excellent administrative and organizational skills
- Agility in task management

Interpersonal Skills

- Clear and consistent communicator
- Emotionally Intelligent
- People Person
- Engaging stakeholders
- Generating Enthusiasm and offering personalized attention

JOB LOCATION

616 North Highland Avenue, Pittsburgh, PA 15206

TO APPLY

Interested candidates should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Admissions Counselor Search Committee at careers@pts.edu

INSTITUTION SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering master's and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares students for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is denominationally diverse, consisting of Presbyterians, United Methodists, Baptists, Anglicans/Episcopalians, Orthodox, Lutherans, and representatives of a number of other traditions plus nondenominational students.

In 2015, the Seminary successfully completed a \$26 million capital campaign. These funds were used to introduce a reimagined master's-level curriculum, fully renovate the

Clifford E. Barbour Library, make other improvements to the physical campus, endow resource programs in urban ministry and world mission, establish the Center for Writing and Learning Support, develop ecclesial partnerships, and invest in new key personnel. All these initiatives reinforced the Seminary's commitment to collaboration, access, resources, and diversity. The Seminary remains committed to key initiatives from the 2020 Strategic Plan, including becoming an antiracist institution, expanding program delivery, and increasing denominational partnerships and engagement, as well as advancing the institutional master plan.

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state, and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion, or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job related disability, or any other classification protected under applicable law.