



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT TO THE FACULTY (PART-TIME)

INSTITUTIONAL SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. 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 comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

The Administrative Assistant to the Faculty is a part-time position (20 hours/week, exempt) providing administrative support for fourteen seminary faculty in their core functions of teaching, research, and administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assisting in the preparation of course materials for master's and doctoral level classes
 - a. Maintain course portals on Canvas and content archives
 - b. Book and managing classroom space or Zoom room links
 - c. Obtaining exam copies of books for classes
 - d. Manage course description documents
 - e. Prepare student work for grading and returning graded assignments if needed
 - f. Schedule advisement and other meetings with students
 - g. Copy and/or post course materials and coordinate scanning of course materials
2. Coordinating the collection and preparation of materials related to research and publication
 - a. Locating and copying research materials and/or coordinating the scanning of research materials
 - b. Assisting with faculty travel arrangements for conferences and professional development
3. General support
 - a. Coordinating with other parts of the institution (e.g., Barbour Library, mailroom, IT, Dean's office, Doctor of Ministry office, outward facing programs, etc.) to facilitate faculty workflows
 - b. Maintaining faculty copy room and supply cabinets
 - c. Other light clerical tasks as needed
 - d. Work collaboratively with the Administrative Assistant to the Vice President of Academic Affairs/Dean of the Faculty



QUALIFICATION/REQUIREMENTS

The successful applicant will be a self-starter with excellent administrative and organizational aptitude, clear written communication, strong interpersonal skills, attention to detail, and readiness to learn new things. This role requires the ability to establish priorities, handle multiple projects, work cooperatively with others, and maintain confidentiality.

Successful applicants will possess a full complement of secretarial skills, with a working knowledge of Microsoft Office Suite, particularly Word, Excel, and PowerPoint; and have familiarity with or willingness to learn Jenzabar, Concur, and the Canvas learning management system.

The ideal candidate will have affinity for the work of the church and theological education.

EDUCATION/TRAINING/EXPERIENCE

Required:

- Completion of a BS or BA degree (or equivalent).
- Minimum of 3-5 years of experience in related administrative positions.

Preferred:

- Prior experience in a seminary setting or an institution of higher education is a plus.

WORK ENVIRONMENT

Hybrid: In office three days per week (Tuesday–Thursday); remote work two days (Mondays and Fridays). Business hours are 8:30 am–4:30pm but may occasionally require evening or weekend work according to program needs.

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

TO APPLY

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

Review of application packets will begin on November 17, 2025 with an anticipated start date in January 2026. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.