PITTSBURGH THEOLOGICAL SEMINARY
POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

INSTITUTIONAL SUMMARY:

Pittsburgh Theological Seminary is a graduate professional institution of the Presbyterian Church (U.S.A). 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.

Pittsburgh Theological Seminary prepares women and men 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 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 is a half-time position (18 hours/week) providing administrative support for the Vice President of Strategic Initiatives and Continuing Education (VPSICE) and the Neighborhood Collaborative.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform a variety of duties to support the VPSICE and the Neighborhood Collaborative, of which the following are illustrative but not limited to:

- Support the overall work of the VPSICE
- Manage the VPSICE appointment calendar by scheduling and preparing materials for meetings
- Track budgets, submit credit card statements, reimbursements and purchase orders
- Organize meetings and video conferences within the seminary and with external partners
- Organize events for various grants and partnerships, et- reserving rooms, arranging hotel or conference center contracts, RSVPs, creating nametags and organizing needed materials
- Help supervise, track and assign student work
- Monitor email addresses and online platforms (HiRe, Jenzabar) for various projects

- Prepare communications from the VPSICE and Neighborhood Collaborative including emails, newsletter announcements, slides and social media posts to publicize events and opportunities
- Assist with grant management as needed
- Perform general office duties such as maintaining the record keeping and filing systems; classify, sort, and file correspondence, forms, reports, and other documents; maintain records and files, often of a confidential nature; open and sort mail; prepare outgoing mail; order supplies and promotional materials, answer calls, greet and assist visitors as needed.

QUALIFICATION/REQUIREMENTS:
Successful applicants should be self-starters, reliable, energetic, and produce high quality work. Excellent written communication and organizational skills and the abilities to establish priorities, handle multiple projects, and work cooperatively with others in a fast-paced team environment are crucial. Successful applicants should possess a full complement of secretarial skills, a creative approach to organizational systems, and a proven willingness to be flexible while paying careful attention to details and deadlines.

EDUCATION/TRAINING/EXPERIENCE:
Completion of a BS or BA degree (or equivalent) is required. Prior experience in a seminary setting; an institution of higher education; and/or the church is a plus.

WORK ENVIRONMENT:
Hybrid: in office three days per week (T-Th); remote work two days (M & F); travel

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 the names and contact information (phone and e-mail) for three references. Application materials should be submitted to careers@pts.edu.

Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.