



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

ASSOCIATE DEAN OF ENROLLMENT MANAGEMENT

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.

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 Associate Dean of Enrollment Management (ADEM) at Pittsburgh Theological Seminary is responsible for all aspects of the recruiting and admissions process for the institution's credit bearing programs. In addition to primary responsibility for recruiting and admissions, the ADEM will work with others at the Seminary (including the Dean of Students, Registrar, and faculty) to manage ongoing enrollment and retention of students in degree programs, certificate offerings, and other credit-bearing programs. The ADEM will also oversee the financial aid program. The ADEM reports to the Vice President for Academic Affairs / Dean of Faculty and serves on the President's Cabinet.

ESSENTIAL RESPONSIBILITIES

Recruiting and enrollment

- In collaboration with Seminary leadership, define strategic enrollment priorities.
- Develop, execute, and evaluate recruiting, admissions, and enrollment goals and strategies with use of data.
- Craft institutional vision and process for awarding merit and need-based aid to support enrollment initiatives.
- Create and sustain initiatives for cultivating leads and referrals.
- Engage in the direct work of recruiting with prospects and with key influencers including alumni/ae, clergy, congregations, undergraduate faculty, and denominational leaders, both domestically and internationally.
- Manage yearly recruitment event travel schedule.
- Review completed admissions files for applicants to all degree and certificate programs.
- Submit yearly enrollment and tuition revenue projections.

Management and collaboration

- Lead Enrollment team including Admissions Counselors, Director of Financial Aid and student staff members.
- Coordinate with the office of Advancement in defining annual institutional event strategies and implementing the recruiting role within those efforts.

- Connect regularly with the Seminary's faculty to confirm integration of academic offerings and recruiting initiatives.
- Integrate Doctor of Ministry enrollment into the ongoing work of the admissions office.

Financial Aid

- Create and manage annual merit and need-based budget across all degree/certificate programs.
- Convene Financial Aid Committee as governing body of administration, faculty and staff to adjudicate allocation of mid-year scholarships and updates to policy.
- Communicate periodic reports to VP of Academic Affairs, faculty and board to illustrate pertinent data.
- Coordinate with Advancement to ensure scholarship and need-based award files are accurate, organized and disseminated according to donor wishes.
- Oversee collaboration with Business Office to ensure accuracy of student awards and billing.

Student Services

- Meet weekly with Student Services Team
- Serve on the Hybrid Implementation Team
- Establish student retention measurements and benchmarks.
- Work collaboratively with faculty advising and the Dean of Students to lead retention initiatives across lines of institutional reporting.

Internal and External Communication

- In coordination with the Director of Communications, design and direct communications plan for print and electronic marketing and communications initiatives.
- Develop and implement an enrollment communication and training plan for faculty, staff and students.
- Communicate with the Seminary community about enrollment goals, strategies, initiatives, progress, and results.
- Present recruiting, admissions, enrollment, and retention data to the Seminary's Board of Directors.
- Attend weekly Cabinet meetings to communicate enrollment work and vision to Seminary leadership.

Other

- Lead the Seminary in the creation of a strategic enrollment plan.
- Represent the Seminary coherently and enthusiastically at a wide range of external events.
- Participate fully in the life of the Seminary, including worship and community life.
- Serve on a variety of institutional committees including Admissions and Standards, Student Life & Enrollment Management, and other committees, as assigned.

QUALIFICATIONS/REQUIREMENTS

- Desire to help prospects and students discern calls to ministry and other forms of Christian service.
- Ability to cast a vision for recruiting, enrollment, and retention and enlist others to meet goals.
- Passion for, and knowledge of, theological education.
- Knowledge of broader Seminary and higher education enrollment trends.
- Excellent written and oral communication skills.
- Strong analytical skills to model enrollment projections and evaluate internal and external data in decision-making.
- Strong organizational skills, initiative, creativity, and the ability to work collaboratively with students, faculty, and staff.
- Willingness to travel

EDUCATION/TRAINING/EXPERIENCE

Required

- Master of Divinity or other theological degree (e.g. MTS, MAPS)
- 3-5 years of progressive experience in higher education admissions and enrollment management
- Knowledge and ability to work with student information systems (experience with Jenzabar a plus)
- Experience leading teams/supervisory experience
- Working knowledge of Microsoft Office suite (Word Excel, PowerPoint), Outlook, and Zoom

Preferred

- Ordination in a Christian denomination and/or 3 or more years of service in a ministerial role (laity, clerical)
- Knowledge of recruiting and enrollment IT systems
- Commitment to the mission and vision of Pittsburgh Theological Seminary

WORK ENVIRONMENT

Typical office, 8:30 am – 4:30 pm. Remote work permitted Mondays and Fridays, in office Tuesdays, Wednesdays, and Thursdays. Some travel may be required.

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.

TO APPLY

To be considered, interested candidates should submit a cover letter, a current resume, and the names and contact information (phone and email) for three references to careers@pts.edu. References will not be contacted without prior permission.

Review of application packets will begin on January 15, 2026 and the position is anticipated to start on March 2, 2026; however, application packets will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.