



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

EXECUTIVE ASSISTANT TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS/DEAN OF THE FACULTY

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 Executive Assistant to the Vice President for Academic Affairs/Dean of the Faculty is a full-time (exempt) position providing executive level administrative support for the Vice President for Academic Affairs/Dean of the Faculty (VPAA) and the Academic Affairs Unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of duties to support the VPAA and the Academic Affairs Administrative Unit, of which the following are illustrative but not exhaustive:

Working with the VPAA (50%)

The Administrative Assistant provides or enlists the secretarial and administrative support necessary for the effective functioning of the office of the Vice President for Academic Affairs/ Dean of Faculty including the following:

- Consults regularly with the Dean about priorities and keeps conversations and materials confidential.
- Maintains appointment calendar, prioritizing and accommodating changes and adjusting priorities as needed.
- Coordinates travel and meeting registrations for the dean.
- Reconciles expense reports and credit card statements for the dean.
- Screens incoming telephone calls and mail for the dean and takes action when appropriate.
- Prepares written communications and maintains files (paper and electronic) for the dean, including correspondence, memoranda, proposals, mailings, etc.
- Works with the dean on special projects, as assigned, including logistical planning of periodic faculty retreats.

Support of the Academic Affairs Unit (50%)

The Administrative Assistant Provides a variety of administrative support duties related to Academic Affairs including the following:

- Serves as staff support to faculty standing committees, ad hoc committees, and faculty searches, as requested by the dean. Maintains record of approved meeting minutes.
- Maintains faculty related academic documentation including summary of faculty sabbaticals and teaching assignments/loads.
- In consultation with the Registrar, processes correspondence related to student standing and coordinates the academic award selection process.



- Serves as administrative point of contact for adjunct faculty, processing contracts and initiating requests for system access. Tracks and processes faculty overload payments.
- Processes and monitors expenses across Academic Affairs budget areas.
- Tracks extension requests for students and solicits, organizes, and distributes course evaluations.
- Provides administrative support to the faculty's work of student learning assessment.
- Schedules faculty meetings and faculty committee meetings, including room reservations, set up, ordering refreshments and meals (where relevant), and managing meeting coordination and communication.
- Supports accreditation and institutional statistics reporting activities.
- Works collaboratively with the registrar to track student progress and assists in data collection related to the hybrid master's program.

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); minimum of 3 years' experience in related administrative positions required.

Proficient reading, writing, grammar, and mathematics skills; proficient interpersonal relations and communications skills; proficient keyboarding skills; proficient organization and multi-tasking skills; ability to operate PC equipment and sufficient knowledge to utilize Microsoft Office and other applicable software; knowledge of various technological office equipment. Proven ability to handle confidential material with sensitivity; attention to detail, able to thrive in a multi-cultural and diverse environment, ability to maintain positive working relationships with administration, faculty, staff, students, vendors, and the general public.

Experience in higher education or theological education setting is desirable.

WORK ENVIRONMENT

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

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to be 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 10, 2025; and the position is anticipated to start on December 8, 2025; however, applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.