



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

HOUSING COORDINATOR (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:

Pittsburgh Theological Seminary (PTS) seeks a part-time Housing Coordinator to provide administrative and clerical support in the Student Formation Office. While reporting to the Associate Dean of Students and Formation, the Housing Coordinator will perform a variety of administrative support tasks. This role will interact with new and existing PTS and PCHE (Pittsburgh Council on Higher Education) schools students & staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Student Housing: Manages and processes all housing inquiries, applications, requests, and commitment fees.
2. Shows available housing to students and/or potential renters.
3. Prepares and maintains all housing records including lease materials, housing regulations, housing assignments, rent charges and refunds, inspection reports, and special requests.
4. Coordinates with Associate Dean of Students, the Director of Facilities and the management company of the Stanton Highland Apartments on move in/move out procedures and timely completion of maintenance requests.
5. Manages all housing communication with students and/or renters in coordination with other seminary departments, such as Student Formation, Admissions, Financial Aid, IT, and Facilities.
6. Prepares all student account adjustments, including rent charges, refunds, and deposits for each billing cycle. Input student payments (tuition and rent) and miscellaneous cash receipts into the A/R systems module - ensuring the timely and accurate recording of related Seminary revenues. Student Billing: Assists with student payments (including tuition and rent) and other cash receipts into the Jenzabar System. Assists with reconciling and preparing bank deposits.

QUALIFICATION/REQUIREMENTS

Successful applicants will be able to demonstrate analytical and communication skills (both written and verbal).

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. Proficient interpersonal skills are a must in order to work effectively with new and existing tenants. Successful applicants should possess a full complement of secretarial skills, with a working knowledge of Microsoft Office Suite, particularly Word, Excel,



and PowerPoint.

Successful applicants will also possess a creative approach to organizational systems; have an ability to learn general knowledge of each department's operation and ability to gather data, compile information; prepare written materials; and a proven willingness to be flexible while paying careful attention to details and deadlines. Strong relationship building and engagement skills preferred.

Women and candidates from underrepresented communities are especially encouraged to apply.

EDUCATION/TRAINING/EXPERIENCE

Required:

- Completion of a Bachelor's degree is required.

Preferred:

- Student Life/Resident Life or Housing Management background is preferred.

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.

Some evenings and weekends may be required as needed for this position.

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

Review of applications and pre-screenings will begin on April 1, 2024. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.