



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

The Metro-Urban Institute Administrative Assistant (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.

ABOUT THE METRO-URBAN INSTITUTE

The Metro-Urban Institute (MUI) is an institute within Pittsburgh Theological Seminary's Neighborhood Collaborative focused on empowering leaders to navigate the complexities of urban contextual ministry, equipping them with the vision, resilience, and empathy needed to transform communities and foster hope and justice in the heart of the city. We serve faith communities by balancing scholarship and grassroots practices to inform, resource, and link religious partners in the work of healthy justice-centered community formation and flourishing in urban contexts. The Metro-Urban Institute focuses on delivering strong curriculum, relevant programming, actionable research, and empowering engagement through our contextual learning and ministry experiences.

POSITION SUMMARY

Pittsburgh Theological Seminary is accepting applications for an experienced, mission-minded, and highly organized Administrative Assistant to provide administrative and programmatic support for the **Metro-Urban Institute** to help facilitate the program's success. This is a part-time position (25 hours per week) with administrative responsibilities.

RESPONSIBILITIES

Perform a variety of duties to support the Director and Associate Director of the MUI department, of which the following are illustrative but not limited to:

1. Administrative Support

- a. Maintain a universal calendar for the MUI and grant associated programs; arrange meetings and conferences, schedule appointments, and assist with travel arrangements.
- b. Manage stipends/honoraria and relevant paperwork for special guests and speakers.
- c. Manage logistics for on-campus events (including partner events) inclusive of room reservations, guest accommodations, RSVPs/registrations, meals, decorations, etc..

- d. Manage appointment calendar with key dates, prepare materials for meetings, and record minutes for team planning and MUI advisory meetings.
- e. Send weekly correspondence to Director and other team members with current and upcoming events, activities, and tasks.
- f. Perform general office duties such as maintaining efficient record keeping and filing systems; classify, sort, and file correspondence, forms, reports (including expense reports on Concur), and other documents; maintain records and files, sometimes of a confidential nature; prepare outgoing mail; order supplies and promotional materials, greet and assist program visitors as needed.
- g. Prepare and distribute materials for visitors/guests at MUI programs.
- h. Assist with maintaining and updating the MUI website on the PTS website.

2. Program Assistance

- a. Support the planning of all MUI programs and events throughout the year, including conferences, guest speakers, and domestic and international trips.
- b. Provide support for MUI justice conference trips (CS 445 course)
 - i. Register students and MUI team; make travel arrangements to include flights, lodging, and ground transportation.
 - ii. Coordinate local urban ministry immersion and meal(s) in the conference city.
 - iii. Manage communication with trip participants and leaders.
 - iv. Assist with Canvas site for CS 445 course – help prepare materials for uploading.

3. Other Duties

- a. Assist with grant management as needed; manage grant calendar and reporting; manage and provide descriptive information for data and develop creative reports for grants and programs.
- b. Assist with program assessment as needed for the Graduate Certificate in Urban Ministry (GCUM).
- c. Utilize the Seminary's database (Jenzabar or its replacement) and participate in ongoing training for database support. Run reports for MUI as needed.
- d. Assist with communication to and coordination of meetings for the MUI Advisory Council and the GCUM Alumni Network.
- e. Represent MUI at external programming when needed. Some travel and some weekend time may be necessary on occasion.

QUALIFICATION/REQUIREMENTS

Successful applicants are self-starters, reliable, energetic, and produce high quality work. They possess excellent administrative and organizational skills, clear and concise written communication, and interpersonal skills. They have the ability to establish priorities, handle multiple projects, and work cooperatively and collaboratively with others in a fast-paced team environment.

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

Successful applicants will also possess a creative approach to task management, and a proven willingness to be flexible while paying careful attention to details and deadlines. Strong relationship building and engagement skills preferred. This role will have professional interactions with students, faculty, guest speakers, staff, and external constituents.

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; an institution of higher education; and/or the church or an aligned non-profit sector is a plus.

WORK ENVIRONMENT

This position is 25 hours per week. In office three days per week (Tuesday-Thursday); remote work two days (Mondays and Fridays). Business hours are 8:30 am-4:30pm, and part-time hours will be established within the time period, with occasional evening or weekend work that will be communicated according to program needs. Some travel may be requested.

Benefits include: 403(b) (retirement plan), tuition remission, and paid time off including vacation/sick days and personal days.

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

Interested candidates should provide a cover letter, a resumé or CV, and the names and contact information (phone and e-mail) for three references, none of whom will be contacted until a later stage of the search and without the formal permission of the candidate to careers@pts.edu. Please indicate you are interested in the MUI Administrative Assistant role. The Search Committee will begin its review of applicant packets on February 16, 2026 and this position is anticipated to start on March 23, 2026. Applicant packets will continue to be accepted until the position is filled.