



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

REGISTRAR AND STUDENT SUPPORT SPECIALIST

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 Registrar & Student Support Specialist is responsible for all aspects of the work of the Registrar's office to help students meet their academic goals. This includes but is not limited to ensuring the department's compliance with operating policies and procedures, including outside regulatory requirements, and organizing the work, activities, and resources of the department.

ESSENTIAL RESPONSIBILITIES

- Support the educational process of the Seminary by maintaining accurate student academic records, particularly graduation plans and degree audits, and maintain current official student academic records.
- In collaboration with the VP of Academic Affairs & Dean and Faculty, build the academic calendar, participate in curriculum planning, build class and exam schedules, and make classroom assignments.
- Plan, publish, and execute the total registration process, assisting students with registration issues.
- Compile and report enrollment and completions data to accreditors (ATS and Middle States), denominational agencies (including COTE), State of Pennsylvania, and US Department of Education data collection agencies (IPEDS) throughout the academic year.



- Serve on the Commencement Committee to plan and execute Commencement events and ceremony.
- Participate as a member of the Admissions and Standards Committee, Financial Aid Committee, Academic Affairs Committee, Commencement Committee, PCHE Registrar's Committee, and other professional meetings on and off campus related to the Registrar's position.
- Cooperate with Enrollment and Student Services team members in the provision of holistic curricular and non-curricular support for master's level students.
- Prepare enrollment reports as requested for the semi-annual meetings of the Board of Directors of the Seminary and project and administer the annual budget.
- Supervise training for staff and student workers to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and function as primary designated school official for the Veteran's Administration and the Student and Exchange Visitor Program (SEVP).

QUALIFICATIONS/REQUIREMENTS

- Knowledge of or willingness to understand denominational structures.
- Excellent written and oral communication skills.
- Strong organizational skills, initiative, creativity, and the ability to work collaboratively with students, faculty, and staff.
- Able to multi-task and problem-solve.
- Willingness to be accessible and to work in the evening on occasion.
- Experience in travel planning and logistics.
- Able to create and implement new systems of operation.
- Understanding of theological education and its intersection with the Church.

EDUCATION/TRAINING/EXPERIENCE

- Bachelor's degree and 1-2 years of experience required, preferably in an educational or administrative capacity. Master's degree preferred, preferably in an area related to higher education administration or management
- Knowledge and ability to work with student information systems preferred. Experience with Jenzabar a plus.
- Working knowledge of Microsoft Office suite (Word Excel, PowerPoint), Outlook, and Zoom.

WORK ENVIRONMENT

Typical office; some travel may be required. Remote work permitted Mondays and Fridays, in office Tuesdays, Wednesdays, and Thursdays.



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 submit a cover letter, a current resume, and the names and contact information for three references to careers@pts.edu.

Review of applications will begin on April 1st; and this position is anticipated to start on or around April 30th. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.