



Pittsburgh Theological Seminary
Position Announcement

Residential Life Coordinator

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary (PTS) is a graduate theological school of the Presbyterian Church (U.S.A.).

Rooted in the Reformed tradition, PTS prepares women and men for ministries in established and emerging Christian communities around the world. 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

Pittsburgh Theological Seminary seeks a full-time Residential Life Coordinator to provide administrative and clerical support in the Student Formation Office.

Reporting to the Dean of Community Life and Formation, the Residential Life 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) students & staff.

ESSENTIAL RESPONSIBILITIES

The duties and responsibilities of this administrative appointment include, but are not limited to, the following:

- Manage and process all housing inquiries, applications, requests, and commitment fees.
- Show available housing to students and/or potential renters.



- Prepare and maintain all housing records including lease materials, housing regulations, housing assignments, rent charges and refunds, inspection reports, and special requests.
- Manage all housing communication with students and/or renters in coordination with other seminary departments, such as Student Formation, Admissions, Financial Aid, IT, and Facilities.
- Prepare 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.
- Assist with student payments (including tuition and rent) and other cash receipts into the Jenzabar System. Assist with reconciling and preparing bank deposits.
- Directly coordinate guest housing, including scheduling all room reservations and assignments, plus the processing of payments and reports.
- Be on call as the secondary emergency contact for problems with guest room keys and reservations via a dedicated cell phone. This also requires remote computer access to various programs such as the OneCard system used to program keys.
- Coordinate with 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.

Programmatic duties in consultation with the Dean of Community Life and Formation:

- Offer quality programs and services that meet identified resident and campus needs; provide these programs and services in an effective, efficient manner.
- Collaborate with the Student Formation team to implement programming that enables residential students to connect with peers in support of students' academic and vocational goals.
- Develop guidelines and coordinate program efforts for individual student development and community development.
- Conduct regular resident meetings and programs, and provide training for resident assistants in the building.
- Serve on the Spiritual Care Team to oversee wellness checks, emergency responses, etc.
- Serves as an active member of the cross-departmental Hybrid Implementation Team and the Enrollment Team.



QUALIFICATIONS/REQUIREMENTS

- Strong analytical and communication skills (both written and verbal).
- Excellent organizational abilities, including the identification of priorities, managing multiple projects, and working cooperatively with others in a fast-paced team environment.
- Strong interpersonal skills are a must in order to work effectively with new and existing tenants.
- Successful applicants should possess a full complement of administrative skills, including the ability to compile information, analyze data, and prepare written materials, with a working knowledge of Microsoft Office Suite, particularly Word, Excel, and PowerPoint.
- A creative approach to organizational systems and a proven willingness to be flexible while paying careful attention to details and deadlines.
- Experience with financial management and/or contracts, leases, etc.

EDUCATION/TRAINING/EXPERIENCE

- Completion of a bachelor's degree is required.
- Experience working in student life/residence life or housing management is preferred.
- Commitment to the mission and vision of Pittsburgh Theological Seminary.

WORK ENVIRONMENT

PTS offers a hybrid work environment: in office three days per week (T-Th); remote work two days (M & F). This position requires some in-office M & F.

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 email addresses for three references to careers@pts.edu.

Review of applications will begin on July 15th and the position is anticipated to start on August 15, 2026. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.