



PITTSBURGH THEOLOGICAL SEMINARY ASSOCIATE DIRECTOR OF STUDENT SERVICES JOB POSTING-DECEMBER 2021

Pittsburgh Theological Seminary is accepting applications for a full time **Associate Director of Student Services**.

POSITION SUMMARY:

The Associate Director of Student Services will assist the Associate Dean for Students and Formation in the day-to-day planning and administration needed to support co-curricular activities related to: community formation; vocational discernment; spiritual formation; ecclesial formation; placement and new student orientation. This will include oversight of budgetary matters; development and coordination of student groups and community networks.

ESSENTIAL JOB FUNCTIONS:

The Associate Director of Student Services supports the Academic Affairs scholarly, educational, and programmatic offerings aimed at preparing students for Christian ministries, faith-based agencies, community organizations; and educating the general public about the Seminary's mission and ministry; —through direct and indirect program direction and oversight of the following, but not limited to:

1. Coordinating and executing administrative tasks related to student services programming;
2. Assisting the Associate Dean for Students and Formation in planning and implementing new student orientation for the Spring and Fall Semesters.
3. Facilitating student communications (monthly newsletter, Houses of Study, Student Facebook page, and various web pages);
4. Attending community-based meetings as appropriate;
5. Assisting the Associate Dean for Students and Formation in facilitating student programming.
6. Under the direction of the Registrar: helping to onboard new students (specifically with regard to registration matters); assisting with transcript requests; updating graduation reports; assisting with various tasks related to commencement and the awarding of academic prizes.

SUPERVISORY RESPONSIBILITIES:

Work study students assigned to Student Services.

QUALIFICATION/REQUIREMENTS:

The Director of Student Services should possess strong administrative experience, especially in higher education settings, and should be able to work independently as well as with a team.



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The Director should also possess organizational experience and skills working in student affairs contexts; strong database skills (or the potential for learning such skills).

EDUCATION/TRAINING/EXPERIENCE:

Master's degree required

WORK ENVIRONMENT:

Typical Office; local travel as needed.

TO APPLY:

Interested candidates should provide a cover letter, resume, and the names of three references. Application materials should be submitted to the Associate Director Student Services Search at careers@pts.edu.

We will begin review of applications as they are received. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.

JOB LOCATION:

616 North Highland Avenue, Pittsburgh, PA 15206

This is a hybrid position, not a remote position.

FULL TIME POSITION:

This is a 12-month, full-time position reporting to the Associate Dean for Students and Formation. It offers a competitive salary and a complete benefits package, including medical, dental and vision coverage, a retirement savings plan, educational benefits, and paid time off in the form of vacation, personal and sick time.

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.

EXPECTATION FOR ALL EMPLOYEES:

Support the mission of the Pittsburgh Theological Seminary by participating in God's ongoing mission in the world. Pittsburgh Theological Seminary is a community of Christ joining in the Spirit's work of forming and equipping both people for ministries familiar and yet to unfold and communities present and yet to be gathered. Abide by the current laws and organizational policies and procedures designed and implemented to promote



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an environment that is free of harassment and other forms of illegal discriminatory behavior in the work place.

INSTITUTION SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares students 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 denominationally diverse, consisting of Presbyterians, United Methodists, Baptists, Anglicans/Episcopalians, Orthodox, Lutherans, and representatives of a number of other traditions plus nondenominational students.

In 2015, the Seminary successfully completed a \$26 million capital campaign. These funds were used to introduce a reimagined master's-level curriculum, fully renovate the Clifford E. Barbour Library, make other improvements to the physical campus, endow resource programs in urban ministry and world mission, establish the Center for Writing and Learning Support, develop ecclesial partnerships, and invest in new key personnel. All these initiatives reinforced the Seminary's commitment to collaboration, access, resources, and diversity. The Seminary remains committed to key initiatives from the 2020 Strategic Plan, including becoming an antiracist institution, expanding program delivery, and increasing denominational partnerships and engagement, as well as advancing the institutional master plan.