



**PITTSBURGH THEOLOGICAL SEMINARY**  
**ADMINISTRATIVE ASSISTANT FOR PLANNING & INSTITUTIONAL EFFECTIVENESS (PART-TIME)**  
**JOB POSTING**

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**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 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:**

Under the direction of the Vice President for Planning and Institutional Effectiveness, performs a wide variety of program and administrative duties related to the Seminary's Strategic and Facilities Plans and Institutional Effectiveness enterprise.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Facilitates Master Plan activities which include:
  - a) Request for Proposal/Quote (RFP/Q) assistance
  - b) Integrated Master Plan (IMP) process
  - c) Market Studies
  - d) General research and supportSpecific activities include-
  - I. Meeting planning & scheduling
  - II. Facilitation of engagements with developers, government offices, and other related officials
  - III. Creation of reports, studies, and presentations
  - IV. Oversight of market analysis and related activities
  - V. General research and support
2. Support of the Strategic Plan on-going implementation.
  - a) Monitor progress implementation using cloud-based platform
  - b) Report on progress via various communications strategies
  - c) Monitor plan expenditures
3. Support of Anti-racism work/team.
  - a) Organize and support team meetings and activities
  - b) Provide administrative support for Seminary racism audit
4. Support of IEG and unit assessment.
  - a) Organize and support group meetings and activities
  - b) Monitor status of unit assessment activities and ensure compliance
  - c) Facilitate accreditation reporting for the Association of Theological Schools (ATS), Middle States Commission on Higher Education (MSCHE), and the Integrated Postsecondary Education Data System (IPEDS)



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**QUALIFICATIONS / REQUIREMENTS:**

Proficient reading, writing, grammar, and mathematics skills; good customer service and interpersonal skills; must have tact in interacting with the public; proficient in all Microsoft Office applications and sufficient knowledge of PC software or other applicable software; knowledge of various office machines; general knowledge of department's operations; visual and auditory skills.

**EDUCATION/TRAINING/EXPERIENCE:**

A bachelor's degree or equivalent with an emphasis in business is preferred. In addition, a minimum of 2-3 years of solid administrative skills/experience required. Event planning, research, and executive support experience desired. Higher education experience desired.

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*

**JOB LOCATION:**

616 North Highland Avenue, Pittsburgh, PA 15206

**EQUAL EMPLOYMENT OPPORTUNITY:**

Pittsburgh Theological Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. The Seminary also complies with all applicable federal, state, and local laws and executive orders relating to equal opportunity in employment.

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

**TO APPLY:**

Interested candidates should provide a cover letter, resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Administrative Assistant search at [careers@pts.edu](mailto:careers@pts.edu).

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