



**PITTSBURGH THEOLOGICAL SEMINARY
ADMINISTRATIVE ASSISTANT
SUPPORTING THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS/DEAN OF FACULTY
AND THE VICE PRESIDENT FOR SEMINARY ADVANCEMENT
JOB POSTING**

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:

The Administrative Assistant provides or enlists the secretarial and administrative support necessary for the effective functioning of the offices of the Vice President for Academic Affairs / Dean of Faculty and the Vice President of Seminary Advancement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Specific Duties to Be Performed (50%): The Administrative Assistant provides or enlists the secretarial and administrative support necessary for the effective functioning of the office of the Vice President for Academic Affairs / Dean of Faculty, manages the human and information traffic and initiates the completion of most routine procedures, represents the office in written and oral communication with students, faculty, staff and other constituents of the seminary, and acts as facilitator for accomplishing the responsibilities of the office.

Working with Dean of Faculty

- Consults regularly with the dean about priorities and keeps confidentiality of conversations and materials.
- Maintains appointment calendar, prioritizing and accommodating changes and changing priorities as needed.
- Coordinates travel and meeting registrations for the dean.
- Reconciles expense reports and credit card statements for the dean.
- Screens incoming telephone calls and mail for the dean and takes action when appropriate.
- Prepares written communications and maintains files (paper and electronic) for the dean, including correspondence, memoranda, proposals, mailings, etc.
- Works with the dean on special projects, as assigned, including logistical planning of periodic faculty retreats.



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Support of Academic Affairs

- Serves as staff support to faculty standing committees, ad hoc committees, and faculty searches, as requested by the dean. Maintains record of approved meeting minutes.
- Maintains faculty related academic documentation including summary of faculty sabbaticals and teaching assignments/loads.
- Processes correspondence related to student standing and coordinates academic award selection process.
- Serves as administrative point of contact for adjunct faculty. Processes contracts, initiates requests for system access. Tracks and processes faculty overload payments.
- Provides primary administrative and event-planning support for Service of Thanksgiving, Commencement, and Commencement-day activities.
- Processes and monitors expenses across Academic Affairs budget areas.
- Tracks extension requests and disability accommodations for students.
- Provides administrative support to Associate Dean of Programs and Assessment.

(Note: The duties & responsibilities for the Advancement Department outlined below will likely be adjusted as we are beginning a search for a new Vice President of Seminary Advancement. This job description will be updated at that time.)

Specific Duties to Be Performed (50%): The Administrative Assistant provides or enlists the secretarial and administrative support necessary for the effective functioning of the office of the Vice President for Seminary Advancement, manages the human and information traffic and initiates the completion of most routine procedures, represents the office in written and oral communication with students, faculty, staff, donors, board members, and other constituents of the seminary, and acts as facilitator for accomplishing the responsibilities of the office.

Working with Vice President for Seminary Advancement

- Consults regularly with the VP for Seminary Advancement about priorities and keeps confidentiality of conversations and materials.
- Maintains appointment calendar, prioritizing and accommodating changes and changing priorities as needed.
- Coordinates travel and meeting registrations for the VP.
- Reconciles expense reports and credit card statements for the VP.
- Screens incoming telephone calls and mail for the VP as needed and takes action when appropriate.



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- Prepares written communications and maintains files (paper and electronic) for the VP, including correspondence, memoranda, proposals, mailings, etc.
- Works with the VP on special projects, as assigned, including logistical planning of periodic faculty retreats.

Support of Seminary Advancement

- Serves as staff support to Advancement Committee meetings. Maintains record of approved meeting minutes.
- Prepares committee and board-related materials.
- Provides administrative support to Director of Development and the Director of Alumni/ae and Church Relations.
- Prepares donor-related appeals and acknowledgments, and assists with alumni/ae mailings as needed.
- Prepares donor-cultivation reports as needed.
- Processes correspondence related to donor and alumni/ae relations, and tracks activity in Jenzabar.
- Processes and monitors expenses across Advancement budget areas.
- Provides primary administrative and event-planning support, including donor-appreciation, special events, alumni/ae days, telemarketing, Day of Giving programs, crowd-funding initiatives, and other events as needed.

EDUCATION/TRAINING/EXPERIENCE:

A bachelor's degree, along with a minimum of five (5) years, or a combination, of administrative and business experience; demonstrated organizational skills; ability to manage multiple projects and priorities and give careful attention to detail in a fast-paced, dynamic work environment; strong interpersonal and verbal communication skills; proven ability to handle confidential material accurately and with sensitivity; ability to work in a multi-cultural and diverse environment; work proficiently with all business software and equipment, email and other office technology.

Ability to solve problems, prioritize own work and to respond pro-actively by anticipating needs and demands of the office; make or facilitate administrative decisions in conformance to the dean's stated goals and directives; make independent administrative decisions on behalf of the dean. Must be able to relate readily with students, faculty, and other Seminary constituencies. Experience in higher education or theological education setting is desirable.



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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.

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.