



## **PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT**

### **PROGRAM COORDINATOR, DOCTOR OF MINISTRY PROGRAM**

#### **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 and renews 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**

Pittsburgh Theological Seminary seeks a full-time Program Coordinator who will support the work of the Doctor of Ministry office (DMin), which serves approximately 130 doctoral students. The program coordinator will engage in office and program administration; communicate with students, internal and external faculty, and staff; manage financials, contracts, and budget; develop efficient processes for operations; and interface with various offices of the seminary. The DMin Program Coordinator reports to the Director of the Doctor of Ministry program and collaborates with the Associate Director.

#### **ESSENTIAL RESPONSIBILITIES**

##### **Office and Program Administration (30%)**

- Support the work of Director and Associate Director in cohort coordination
  - Cohort facilitation (syllabus, library, etc.) and support to professors, faculty mentors, and facilitators
  - Course coordination (facilities, foodservice, AV, IT, etc.)
  - Final project management (grades, IRB, final project proposal and online approval, graduation)
- Communicate
  - Daily email and call DMin students to answer questions and provide information
  - Provide timely information to faculty, facilitators, and staff
  - Meet with DMin team weekly for planning and prioritization of duties
- Formalize onboarding plan for faculty and facilitators
  - Provide faculty with onboarding information, including:
    - Canvas access and training video
    - Cohort information
    - Per Diem information
    - Sample syllabi and deadline to submit syllabi
    - Deadline to submit grades
  - Facilitate extension process with faculty
  - Design & send surveys to students following completion of courses

- Send survey results to faculty following courses
- Set up training process for cohort facilitators
  - Review job description with cohort facilities
  - Share guidance for caring for students
  - Share common questions & challenges
  - Share contact list and job responsibilities of other support staff
- Collect information for course and cohort assessment

### **Financial Management (30%)**

- Manage contracts, including issuing, getting approval, requesting and ensuring payment for faculty (internal and external), faculty mentors, cohort facilitators, vendors, and venues
- Assist with travel arrangements and process travel reimbursements
- Liaison between students, business office, and registrar regarding accounts and holds
- Oversee budget of DMin office including expense reports

### **Research and Development (20%)**

- Develop DMin alumni network with advancement office to nurture continued relationship with PTS
- Develop processes and systems of operations utilizing technology
- Research Doctor of Ministry programs in other institutions and possible future focus areas
- Provide analytics to inform decision-making
- Work with DMin Director and Associate Director to establish process for keeping student rolls up-to-date and providing additional support to students falling behind on course work and/or final project schedule
- Work with DMin Director and Associate Director to establish system for tracking students through final project phase
  - Establish system for Institutional Review Board processing and approval

### **Integration with Seminary Community (20%)**

- Work toward integrating the DMin program fully into the seminary with but not limited to:
  - Admissions Department
    - Meet with inquirers to discern program fit
    - Attend bi-weekly DMin funnel meetings with admissions staff
    - Review applicant files with Senior Director of Enrollment Services and Director of the Doctor of Ministry Program
    - Maintain communication plan in partnership with admissions
    - Provide admissions team with necessary program updates and recruiting goals
    - Represent the Seminary coherently and enthusiastically at a wide range of external events
    - Travel to recruitment events locally and nationally
    - Host prospective students for virtual and on-campus tours
    - Engage in conversations about Christian vocation, call and faith-based leadership
  - Communications Office
    - Manage conference attendance and recruitment events
    - Provide information about budget to inform decisions about advertising
  - PTS Neighborhood Collaborative Division
    - Provide information about the DMin program
    - Investigate places of connection and collaboration of curricular initiatives
    - Explore possible recruitment areas
- Participate fully in the life of the Seminary, including worship, community life events, and relevant committee work

## **QUALIFICATIONS/REQUIREMENTS**

- Desire to support Doctor of Ministry students furthering their theological education
- Commitment to excellent customer service
- Financial acumen
- Excellent written and oral communication skills
- Strong organizational skills and attention to detail
- Ability to collaborate with members of the Doctor of Ministry teams to execute vision
- Passion for, and knowledge of, theological education
- Facility with and/or willingness to learn computer systems and software programs (e.g. Jenzabar and Canvas)

## **EDUCATION/TRAINING EXPERIENCE**

- Required
  - 3-5 years of prior experience in higher education or relevant ministry or nonprofit work
  - Bachelor's Degree
  - Connection to a faith community and/or appreciation for theological education
  - Commitment to the mission and vision of Pittsburgh Theological Seminary
- Preferred
  - Knowledge of computer systems and software programs
  - Facility with Microsoft Office suite

## **WORK ENVIRONMENT**

Hybrid: in office 3 days a week (T-Th); remote work 2 days a week (M and F).

January and June, when cohorts are in session: in office 5 days a week (M-F).

Occasional evening work and travel will be required.

## **EQUAL OPPORTUNITY EMPLOYMENT**

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

## **TO APPLY**

Interested candidates should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the DMin Program Coordinator Search Committee at [careers@pts.edu](mailto:careers@pts.edu).

The search committee will begin its review of applications on January 8, 2024. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.