



## **DIRECTOR OF VOCATION AND PLACEMENT**

### **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.

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#### **POSITION SUMMARY**

The Director of Vocation and Placement is responsible for offering and coordinating institutional activities that help master's level students discern, plan, and pursue vocational and placement goals. The Director works collaboratively with faculty, staff, and denominational/church partners on behalf of students.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **VOCATION & FORMATION**

- Work collaboratively with the Director of Enrollment and Retention in assisting prospective students with vocational discernment.
- Partner with the faculty to link curricular offerings that facilitate vocational & spiritual discernment.
- Accompany students in creating and completing vocational reflections in alignment with curricular requirements.
- Work collaboratively with Director of Field Education in assessing the formational aspects of student field work experiences.
- Work collaboratively with Director of Church Planting, World Mission Initiative and Metro-Urban Institute in exploring community engagement aspects of formation.
- Serve as primary point of contact for vocational and placement related activities with the Seminary's partner denominations.
- Work with faculty, staff, and students to evaluate, launch, and administer the future development of denominational houses of study.



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#### **PLACEMENT**

- Field and manage ministry opportunities for student placement.
- Assist students with interviewing skills, resume/PIF writing and congregational discernment.
- Serve as liaison between the Seminary and denominational structures for ministry preparation.
- Manage placement data records for internal and external reporting.

#### **QUALIFICATION/REQUIREMENTS:**

- Ability to help prospective students discern calls to ministry and other forms of Christian vocation.
- Commitment to exploring wide vocational opportunities for students.
- Knowledge of and a willingness to understand denominational structures.
- Excellent written and oral communication skills.
- Strong organizational skills, a self-starter, creative, prayerful, and able to work collaboratively.
- Willingness to be accessible and to work evenings on occasion.

#### **EDUCATION/TRAINING EXPERIENCE:**

##### Required

- MA/M.Div. degree from an accredited seminary or divinity school
- Minimum of 7 years of experience in ministry
- Ordination in PCUSA or related Christian tradition

##### Preferred

- Minimum of 1 unit of Clinical Pastoral Education (CPE)
- Individual or Group Spiritual Direction experience
- Knowledge and experience doing vocational assessment and planning with individuals and/or groups, understands how to assess strengths, familiar with various skill and personality inventories
- Community engagement experience, i.e. parachurch and other non-profit entities
- Ability to link theological education to diverse forms of ministry

*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.*



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### **Job Location:**

616 North Highland Avenue, Pittsburgh, PA 15206

### **Equal Employment Opportunity:**

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.

### **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, 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 Director of Vocation and Placement Search Committee at [directorsearch@pts.edu](mailto:directorsearch@pts.edu).

The search committee will begin its review of applications on July 17, 2018. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.