



**PITTSBURGH THEOLOGICAL SEMINARY  
ADMINISTRATIVE PROGRAM ASSISTANT – MUI/WMI  
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 Director for Metro-Urban Institute and the Director for World Mission Initiative, performs a wide variety of program and administrative duties to help facilitate each program's success.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform a variety of duties to support the Directors of MUI and WMI and the departments, of which the following are illustrative but not limited to:
  - Provide administrative support and planning for MUI and WMI programs and events throughout the year, including conferences, guest speakers, and local and international mission trips;
  - Maintain a universal calendar; arrange meetings and conferences, schedule appointments and assist with travel arrangements, often international, involving flights, visas, and budgets;
  - Manage logistics for on-campus events including room reservations, guest accommodations, and RSVPs/registrations; prepare and distribute visitation materials;
  - Maintain and update assigned sections of the PTS web site and social media outlets. Provide suggestions for improvements and changes;
  - Provide administrative support for program budget preparation and maintenance;
  - Ensures accurate reporting and acknowledgement of individual and congregation financial contributions to WMI's work;
  - Serves as WMI staff liaison to biennial WMI Conference Planning Team to ensure adequate support for conference planning.
2. Provide support for WMI mission trips, which includes:
  - Process applications for mission trips, and track contributions and payments on behalf of mission trip participants while maintaining confidentiality of personal and sensitive information;
  - Assist with planning of mission trips, including travel arrangements and budgets;
  - Manage communications with mission trip participants and leaders;
  - Assist in maintenance of crowdfunding pages for mission trips.
3. Maintain appointment calendar, and prepare materials for meetings.
4. Perform general office duties such as maintaining the record keeping and filing systems; classify, sort, and file correspondence, forms, reports, and other documents; maintain records and files, often of a confidential nature; open and sort mail; prepare outgoing mail; order supplies and promotional materials, answer calls, greet and assist visitors as needed.



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**ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

5. Type correspondence, memos, forms, tables, reports, etc.; utilize word processing equipment/software to prepare documents as appropriate; prepare promotion/publicity materials; digitize necessary documents.
6. Utilize the Seminary's database (Jenzabar) and participate in ongoing training for database support.

**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 application 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:**

An associate's degree or equivalent with an emphasis in business or social services is preferred. In addition, a minimum of 1-2 years of solid administrative skills/experience required.

*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.



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**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 Program 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.