



**PITTSBURGH THEOLOGICAL SEMINARY**  
**PART-TIME RECEPTIONIST**  
**18 HOURS/WEEK**  
**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:**

The Part-Time Receptionist will be responsible for front desk hospitality and will provide welcome and other information to Seminary guests. In addition, the receptionist will answer incoming calls and will administer key packets, ID cards, and Guard Sheets in coordination with the Guest Housing & Event Coordinator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Identifies and coordinates all avenues that enhance the hospitality of the Seminary.
- Assists the Guest Housing & Event Coordinator with E-Prologue; weekly PowerPoint presentation for the digital signs including the event schedule, welcome slides for groups or events, announcements, and other projects as assigned.
- Assists the Guest Housing & Event Coordinator with event signage, including outdoor sandwich boards and campus event holders.
- Communicates with appropriate staff personnel, including serving as primary liaison between Facilities and other department or apartment residents.
- Oversees the sign out and return of campus keys, including the playground and museum key.
- Ensures compliance with all Seminary work procedures, prepares work schedules for work support students.
- Abides by the current laws and organizational policies and procedures, designed and implemented to promote an environment free of harassment and other forms of illegal discriminatory behavior in the workplace.
- Communicates effectively with appropriate staff in order to integrate activities.

**QUALIFICATIONS / REQUIREMENTS:**

- High School Graduate/GED; college and/or business school preferred.
- A minimum of one (1) year of hospitality/reception experience is required.
- Proficient interpersonal relations and communications skills; proficient computer (Microsoft Office), typing and data entry skills required; strong attention to detail.
- Commitment to the mission and vision of Pittsburgh Theological Seminary.



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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 RECEPTIONIST 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.