

Western Theological Seminary Job Description

Job Title	Director of Student Life
Department	Academic and Student Life Office
Reports to	Dean and Vice President of Academic Affairs
Work Schedule	Full-time (40 hours/week)
Date	April 2021

Summary of Responsibilities

Assist in achieving the mission of Western Theological Seminary to “form women and men for faithful Christian ministry and participation in the Triune God’s ongoing redemptive work in the world” by overseeing and facilitating areas that promote vibrant community life at Western Theological Seminary. Working in close collaboration with the Dean of the seminary, the faculty, and staff across departments, the Director will foster a sense of belonging for all students, support the overall pastoral concerns of students, and contribute to a dynamic and close-knit seminary community.

Essential duties and responsibilities *(Other duties may be assigned)*

- Build and support a vibrant community life for students and families
 - In collaboration with the Admissions office, provide a hospitable and welcoming environment to new students as they transition to WTS
 - Oversee Fall and Spring Orientation programs, both online and in person, in partnership with other offices
 - Facilitate a sense of belonging for all students and families
 - Facilitate social and academic transition for international students into seminary life
- Provide pastoral care in response to student concerns
 - Stay informed of student concerns through regular interaction with both in-residence and distance-learning student communities
 - Make pastoral visits and/or provide pastoral support to students who are hospitalized or who suffer significant losses
 - Administer Student Assistance Program (SAP)
 - Assess the needs of students and make appropriate referrals
 - Receive suggestions for counseling, therapy, and spiritual direction from faculty, students, and psychologists and network with therapists, counselors, and spiritual directors
- Coordinate various curricular and co-curricular activities designed to form “the whole person”
 - Oversee and coordinate the Abbey portions of the curriculum, which include faculty-student “formation groups” and on-site, mid-semester retreats designed to form distance-learning and in-residence students together
 - Conduct mid-program reviews of M.Div. students in conjunction with faculty
- Provide administrative and supervisory leadership
 - Supervise and support the Student Life staff
 - Serve as primary liaison between the Administration/Faculty and Student Council and other student groups/constituents
 - Serve as the lead retention officer, which includes forming and leading a seminary retention team
 - Serve as the Title IX Coordinator

- Develop and maintain the Student Handbook in coordination with the Leadership Team; oversee the judicial process as necessary.

Knowledge and abilities

- Ability to prioritize work demands and take initiative with minimal direction
- Attention to detail and program administration
- Collaborative leader with ability to think and work creatively with others
- Strong organizational and communication skills
- Experience handling confidential and time-sensitive information
- Ability to provide pastoral care and guidance to students
- Ability to work collegially and contribute to the overall mission of the seminary
- Experience supervising and directing the work of support staff

Qualifications

- Demonstrable mature Christian faith and commitment to ministry and service
- Master's degree required; master's degree from theological institution preferred
- At least five years of higher education and/or ministry experience; higher education experience preferred
- Desire and ability to represent WTS in a positive and professional manner