Western Theological Seminary
Job Description

Position: Associate Director of Student Life
Department: Student Life
Reports to: Director of Field Education and Student Life
Hours: Full-time
Date: Fall 2021

Summary of Responsibilities
In support of 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,” the Associate Director of Student Life contributes to the cultivation of community; fosters a sense of belonging for students by engaging in pastoral care and vocational discernment with degree program students; and assists the faculty, Student Life team, and wider seminary community as they together contribute to the formation of students.

Essential Duties and Responsibilities
• Build and support a vibrant community life for students and families
  o In collaboration with the Admissions team, provide a hospitable and welcoming environment to new students as they transition to WTS
  o Oversee Fall and Spring Orientation programs, both online and in person, in partnership with other departments
  o Facilitate a sense of belonging for all students and families, including planning events that help to foster community
  o Facilitate social and academic transition for international students into seminary life in cooperation with other departments
  o Provide care and support for students of color, including facilitating mentoring opportunities when needed
  o Serve as the point person for the Justice and Reconciliation Cohort programming
• Support and encourage students in their pastoral care needs
  o Stay informed of student concerns through regular interaction with both in-residence and distance-learning student communities
  o Make pastoral visits and/or provide pastoral support to students who are hospitalized or who suffer significant losses
  o Meet with students to discuss and discern vocation and calling and to provide spiritual direction where appropriate
  o Administer the 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 curricular and co-curricular activities designed to support the formation of the whole person
  o 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

- Serve as lead retention officer
  - Form and lead a seminary retention team
  - In collaboration with others, develop processes that support student retention

- As part of the Student Life team, serve on committees and fulfill other institutional duties as assigned

Knowledge and Abilities

- Ability to provide pastoral care and guidance to students
- Attention to detail and program administration
- Excellence in one-on-one conversations
- Collaborative leader: ability to network, take initiative, engage conflict, and think/act creatively with others

Qualifications

- Demonstrable mature Christian faith and commitment to ministry and service
- Commitment to the mission and vision of WTS
- Masters level theological degree (M.A., M.Div.)
- Ordination preferred
- At least five years of experience in ministry and/or theological education
- Bilingual (Spanish-English) preferred