Western Theological Seminary
Job Description

Position: Director of Field Education and Student Life
Department: Student Life
Reports to: Dean and Vice President of Academic Affairs
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 Director of Field Education and Student Life engages with churches, denominations, and parachurch ministries to develop field education opportunities for students and partnerships for the seminary; engages in vocational discernment with students; provides leadership to the Student Life Office; and assists the faculty, Student Life team, and wider seminary community as they together contribute to the formation of students.

Essential Duties and Responsibilities
• Direct field education
  o Maintain and develop existing and new internship mentors and sites
  o In collaboration with the faculty in the Ministry field, develop and implement Practice of Ministry internship courses
  o Meet with students to discuss and discern vocation and calling
  o Connect students with annual and/or summer internships based on their vocational discernment and ministry goals
  o Develop relationships with, communicate with, and equip internship mentors throughout their supervisory role, including facilitating annual training workshops for mentors
  o Oversee the Clinical Pastoral Education (CPE) process and partner with local and national CPE communities
  o Be involved in relevant field education organizations (i.e., ATFE, PRTFE, EATFE)
  o Oversee system that tracks M.Div. IR and DL internship placement data
• Oversee church relations
  o Maintain, develop, and strengthen connections with current and future church, para-church, and denominational partners
  o Collaborate with other seminary offices, including Development, the Eugene Peterson Center for Christian Imagination, and Admissions, in sustaining and pro-actively seeking ministry partnerships
  o Support students in the formation of their ecclesial identities through one-on-one conversations, internship placements, and programming
  o Administer placement processes for graduating students, including equipping students to seek ministry placements and facilitating job postings
  o Oversee system that tracks M.Div. IR and DL job placement data
• Provide leadership to Student Life
  o Supervise and support the staff of the Student Life Office. The Student Life Office consists of an associate director and an administrative assistant and serves as the
hub for student life, field education, church relations, and placement assistance upon graduation.

- Work collaboratively with Student Life staff to discern and support student needs
- Serve as primary liaison between the Administration/Faculty and Student Council and other student groups/constituents
- As representative of the Student Life team, serve on committees and fulfill other institutional duties as assigned

Knowledge and Abilities
- Collaborative leader: ability to network, take initiative, and think/act creatively with others
- Ability to create and sustain partnerships between local churches, ministries, and WTS, including the recruitment and development of internship mentors and sites
- Ability to supervise staff and manage a team
- Attention to detail and program administration
- Excellence in one-on-one conversations and vocational discernment

Qualifications
- Demonstrable mature Christian faith and commitment to ministry and service
- Commitment to the mission and vision of WTS
- M.Div. required; terminal degree (D.Min., Ph.D., Th.D.) preferred
- Ordination required
- At least ten years of experience in ministry and/or theological education
- Desire and ability to represent WTS in a positive and professional manner
- Bilingual (Spanish-English) preferred