



Position Description

Director, Baptist House of Studies at Union Presbyterian Seminary

Purpose: To administer the Baptist House of Studies at Union Presbyterian Seminary. Reports to the Vice President of Community Life. Collaborates with the Baptist House of Studies Advisory Board.

Responsibilities and Duties:

- Recruit Baptist students to Union Presbyterian Seminary, working with the Admissions Office of the Richmond Campus
- Advise Baptist students regarding matters related to Baptist ordination and ministry requirements
- Work with the Supervised Ministry and Vocational Placement Office in providing field education opportunities for continuing students and vocational placement opportunities for graduating students
- Work with the Director of Student Services to provide community-building activities both specifically for Baptist students and for students across the campus
- Work with the Academic Dean of the Richmond Campus of UPSem to identify potential instructors in areas of Baptist history, theology, and polity for UPSem Baptist students
- Work with UPSem and the Cooperative Baptist Fellowship (CBF) to inform CBF church leaders and members as well as the larger public about the Baptist House at UPSem
- Represent the Baptist House and UPSem in gatherings of leaders of CBF partner schools
- Coordinate and manage fundraising activities in consultation with the UPSem VP for Advancement to support the Baptist House at UPSem
- Staff and support a Baptist House Advisory Board.

Required Knowledge and Skills:

- M.Div. or equivalent (advanced theological degree preferred)
- Member of Cooperative Baptist Fellowship
- Ability to travel to CBF churches and gatherings in VA and beyond
- Excellent written and oral skills
- MS Office experience required

Working Conditions and Benefits:

The position will be half-time: initially approximately 20 hours per week. No benefits will be provided.

Status: Part-time, non-exempt position.

Union Presbyterian Seminary is a graduate educational institution of the Presbyterian Church (USA) and an EO/AA employer committed to increasing the gender, racial-ethnic, and international and cultural diversity in its faculty and student body. Candidates from underrepresented groups are especially encouraged to apply.

Letters of application, including a resume/CV and the names and contact information of three references, should be addressed to Michelle Walker, Vice President for Community Life and Dean of Students, Union Presbyterian Seminary, 3401 Brook Road, Richmond, Virginia 23227, or emailed to mwalker@upsem.edu.

Review of applications will begin immediately and will continue until the position is filled.