

Wartburg Theological Seminary

Position Description

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Date completed: 2/9/2018

Title: Project Director for Accelerated BA/MDIV Degrees

Classification: Exempt

Position Status: Full-time

Position Summary:

The Project Director is responsible for leading Wartburg Theological Seminary (WTS) and Wartburg College (WC) in the development and success of the Accelerated BA/MDiv program. The Project Director oversees the grant from the Kern Family Foundation and stewards the human and financial resources of WC and WTS allocated to this program. With the support of the Offices for Admissions, Communications, Financial Aid, and Student Services, the Program Director establishes admission, financial aid, and candidacy procedures, and recruits student cohorts. The Program Director works with the Office of Spiritual Life and Campus Ministry (SLCM) and the religion department at Wartburg College and others to develop a comprehensive spiritual formation program. The Program Director ensures the timely development of the curriculum by coordinating with the Academic Deans and faculties of WC and WTS. Supervision of this position will be through WTS in Dubuque.

Major Responsibilities/Activities:

Serve as the Project Director for the Kern Grant

- Oversee the continued, comprehensive development, design, and implementation of the Accelerated BA/MDiv program, coordinating and drawing on the resources of both WC and WTS.
- Manage the budget for the grant and the program, including financial reports to the Kern Family Foundation, Wartburg College, and Wartburg Theological Seminary.
- Provide periodic program reports to the Kern Family Foundation and others, as necessary.
- Work intentionally toward the full integration of the grant activities into the normal operating procedures at WC and WTS. Assume other responsibilities as appropriate or as assigned.

Admissions, Financial Aid, Communications, and Development

- In coordination with WC and WTS, establish admission criteria and financial aid resources.
- Build a network with congregations, camps, synods and other organizations to identify candidates and recruit student cohorts.

- Develop and execute a comprehensive marketing plan with the assistance of the communication and admission offices at WC and WTS.
- Work in partnership with the Development Offices at WC and WTS to increase donor support for this program.

Student Support, Faith Formation, and Curriculum Development

- In collaboration with spiritual life and campus ministry and the WC religion faculty, develop intentional faith formation and discernment practices to support student cohorts.
- Co-teach sections of Inquiry Studies within the WC curriculum.
- Along with SLCM and religion department, coordinate required involvement of student cohorts in congregational life and campus ministry at WC.
- Work with Student Services Offices at WTS and WC (as necessary) to provide focused support for student cohorts.
- Coordinate with the Academic Deans at WC and WTS to ensure curriculum, course, and program development.
- Collaborate with the Academic Dean at WTS on matters related to competency-based Assessment.
- Work with the Pathways Center at WC to provide training resources to faculty advisors at WC and WTS to support students.
- In coordination with WTS, develop relationships with Candidacy Committees and accompany students and synods in the ELCA and other Candidate Processes.

Qualifications:

Education, Experience and Skills

Required:

- Bachelor degree.
- Knowledge of ELCA and experience in higher education.
- Self-starter with strong organizational skills.
- Natural relationship building and collaboration skills.
- Strong and creative leadership skills.
- Deep appreciation and understanding of a Lutheran theology of vocation and discernment.
- Deep engagement with a life of faith.
- Strong written and verbal communication skills.
- Readiness for travel (25-40%), including between the WC and WTS campuses.
- Ability to maintain strict confidentiality and appropriate boundaries.

Preferred:

- MDIV/MA or other graduate degree strongly preferred.
- ELCA Rostered Minister preferred.

Work Environment:

This position has frequent interaction with faculty, students, staff and other WC and WTS constituents. This position operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Position is salaried with travel required and evening and weekend work necessary.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.