

# Wartburg Theological Seminary

## Position Description

**Title: Director for Certificate Programs**

**Classification: Exempt**

**Position Status: Regular Full-Time**

**Benefits: Health insurance, 403(b), vacation, sick and holiday pay**

**Supervisor: VP for Leadership Formation**

### Position Summary:

The Director for Certificate Programs is responsible for providing oversight for all certificate programs at Wartburg Theological Seminary. This includes the Classic TEEM [course-based], and Journey Together/Caminenos Juntos [competency-based TEEM]. This position works collaboratively with the Department of Vocation and Formation, the Academic Department, and synods to support Wartburg's mission and to direct all aspects of Wartburg's certificate programs.

### Major Responsibilities/Activities:

- Serve as program director for the certificate programs and certificate students throughout their education and formation journeys
- Steward identity and community within the certificate programs at Wartburg Theological Seminary and facilitate integration of certificate community with broader seminary community
- Serve as primary point of contact for all certificate program partners
- Lead and facilitate admissions and registration processes for certificate students
- Serve as the point of contact and guide in certificate admissions work
- Accompany certificate students in the candidacy process
- Represent Wartburg at candidacy meetings (ie, CAPs) for certificate students
- Coordinate and participate in approval panels alongside faculty and collaborate in the composition of the Form D (form for specialized track for Doctor of Ministry)
- Host on-site intensives, including chapel coordination and management of scheduling, communication, and hospitality
- Collaborate with the graduation planning team to support certificate students at the culmination of their programs
- Build and maintain relationships with synods and ELCA partners
- Onboard Journey Together/Caminenos Juntos students and partners
- Recruit, hire, and manage mentors for Journey Together/Caminenos Juntos and certificate programs
- Serve on Contextual Education Committee
- Manage and facilitate Clinical Pastoral Work (CPW) program (Wartburg's CPE program for certificate students)
- Partner with the Director for Contextual Education for program and student support
- Engage in certificate student check-ins, site visits, and evaluations

- Coordinate scholarship process for certificate students, including collaboration with internal and external partners
- Maintain and disseminate documentation as it relates to the certificate program
- Curate and distribute certificate program communications for the seminary community
- Administer final reporting process related to Pathways II Grant evaluation
- Supervise coordinator of Journey Together & Caminemos Juntos
- Other duties as assigned above the listed responsibilities/activities.

### **Qualifications:**

- Knowledge of, passion for, and dedication to the mission of Wartburg Theological Seminary and the Evangelical Lutheran Church in America.
- Required bachelor's degree in divinity or theological studies or equivalent work experience.
- Master's in divinity or theological studies preferred.
- Demonstrated skills and capabilities in planning, organization, project management, supervision, and management.
- Demonstrated ability in relationship-building and student support.
- Demonstrated high capacity for self-motivation and initiative combined with consistent collaboration with other leaders.
- Demonstrated ability to build trust among colleagues, across and within communities.
- Ability to travel periodically on behalf of the seminary.
- Knowledge of ELCA candidacy and experience with synodical relationships is preferred.
- Rostered ELCA leader is preferred.

### **Work Environment:**

The Director for Certificate Programs engages daily with students, staff, faculty, congregations, and synodical partners, and participates in frequent meetings. This role is based in a professional environment and is a salaried position that includes travel, as well as occasional evening and weekend responsibilities. A Dubuque-based candidate is strongly preferred, though a hybrid arrangement may be considered for the right individual.

### **Physical Demands:**

The essential functions of this role require the ability to effectively communicate, hear, and observe, as well as maintain mobility within the work environment. Employee will occasionally need to lift boxes or materials up to 10 pounds.

Reasonable accommodations may be made to support individuals with disabilities in performing the essential functions of this position.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.