

Wartburg Theological Seminary

Position Description

Title: Director for Community Life and Candidacy

Classification: Exempt

Position Status: Regular Full-Time

Benefits: Health insurance, pension and vacation, sick and holiday pay

Supervisor: Vice President for Leadership Formation

Position Summary:

The Director for Community Life and Candidacy reports to the Vice President for Leadership Formation and is primarily responsible for accompanying students on their formational journey, from enrollment into coursework and community life, culminating with commencement, including candidacy.

The Director for Community Life and Candidacy partners with the Department for Vocation and Formation to accomplish the work of the department for the mission of the seminary.

Major Responsibilities/Activities:

1. Serve as Wartburg's ELCA candidacy liaison, working with the ELCA churchwide organization and synods to accompanying students on the candidacy journey. Communicate and facilitate regular information sessions to students at each key candidacy milestone.
2. Work with academic advising, admissions, and contextual education to provide intentional attention to formation for students in all programs.
3. Be attentive to and address student issues with care in a timely matter, partnering with the Academic Dean when appropriate.
4. Direct the process for new student onboarding and orientation. Ensure the assignment and communication of faculty advisors to incoming students.
5. Facilitate the planning teams for Prolog weeks, Bishops' visits, and Commencement.
6. In partnership with the Academic Dean and VP For Leadership Formation, oversee the implementation of the *Student and Community Life Handbook*, review the *Handbook* regularly, and make recommendations for revisions to the Administrative Cabinet.

7. Provide leadership to WAS, Wartburg Associated Students and advise the various student support groups at Wartburg including the food pantry ministry.
8. Oversee referral network for spiritual direction, pastoral care, and counseling.
9. Provide statistics and analysis related to student enrollment and retention through regular reporting to supervisor.
10. Be visible and active in the daily life of the seminary community.
11. Serve on the WTS SWAG task force to advise on product development, ordering, inventory, marketing, and sales.
12. Maintain and forward updates to students related WTS webpages and social media accounts to Director of Communications.
13. Participate in strategic initiatives and experiments related to department as appropriate or as assigned.
14. Assume other responsibilities as appropriate or as assigned by the VP for Leadership Formation.
15. Serve as the Primary School Officer (PDSO) with the Student and Exchange Visitors System (SEVIS) for the international program providing VISAs for international students.

Qualifications:

- Knowledge of, passion for, and dedication to the mission of Wartburg Theological Seminary and the Evangelical Lutheran Church in America.
- Demonstrated skills to work as a member of the Vocation and Formation team with strong capabilities in planning, organizing, and managing.
- Demonstrated high capacity for self-motivation and initiative combined with consistent collaboration with other leaders.
- Demonstrated ability to build trust among colleagues and within communities.
- Commitment to and experience with process of vocational discernment.
- Demonstrated commitment to and experience in, higher education compliance matters related to accreditation and federal regulations, ELCA Candidacy, and/or working with students to meet a wide variety of needs or comparable experience.
- Master of Divinity or Master of Arts in religion preferred or equivalent experience. Minimum three years of experience as a restored leader of the ELCA preferred.
- Experience in student support services.

Work Environment:

The Director for Community Life and Candidacy is in nearly constant interaction with students, other staff, and faculty in person and in writing. Meetings are frequent. This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. This position is salaried and will require occasional evening or weekend work for special events.

This position is based in Dubuque.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, see and move around. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds.

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.

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.