

**Campus Location: Dubuque**

**Department:** Theological Seminar

**Position Title:** Director of Seminary Vocation

**Reports to:** Dean of the Seminary

**Position Status**:  Exempt (salaried)  Non-exempt (hourly)  Full-time  Part-time

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**Mission Statement 2028**

The University of Dubuque is a private university offering undergraduate, graduate, and theological seminary degrees, and other educational opportunities with the intention of educating and forming the whole person. The University is comprised of individuals from the region, our nation, and the world.

As a community, the University practices its Christian commitments by educating students, pursuing excellence in scholarship, challenging students to live lives of worth and purpose, and preparing students for service to the church and the world.  Therefore, the University of Dubuque is committed to:

* A hospitable Christian environment which respects other faith traditions;
* Relationships which encourage intellectual, spiritual, and moral development;
* Excellence in academic inquiry and professional preparation;
* A diverse and equitable community where Christian love is practiced;
* Stewardship of all God’s human and natural resources;
* Zeal for life-long learning and service.

**Position Summary**

This position is responsible for developing and managing academic progress, vocational discernment and placement services for graduate students in the University of Dubuque Theological Seminary.

**Essential Duties and Responsibilities**

* Supervise field education
* Teach ministry practicum courses
* Direct field placement
* Assist in developing and improving academic policies and procedures
* Coordinate student advising
* Direct accreditation assessment
* Additional responsibilities include advising students, overseeing Presbyterian PC(USA) ordination exams, and participating in the broader life of the seminary and church.

**Position Skills and Abilities:**

* Experience in vocational discernment, career services, or job placement
* Excellent interpersonal skills
* Strong organizational skill

**Qualifications**

* Master’s degree in a seminary-related field (a doctoral degree in a theologically-related field is preferred)
* Experience in ministry
* Administrative experience
* Teaching experience

Date: 09/16/2021