

**Faculty in the Practice of Ministry and
Director of Community Engaged Learning
Job Description**

Status:	Exempt, full-time, non-tenure track
Department:	Academic Affairs
Direct Supervisor:	VP for Academic Affairs & Dean of the PSR Faculty
Reviewed/Approved by:	President and Dean
Revised Dates:	08/25/2018

General Summary

The Faculty in the Practice of Ministry at Pacific School of Religion serves on the faculty and as Director of Community Engaged Learning (CEL). Through teaching and program and curriculum development, CEL coordinates field internships in religious, not-for-profit, and private sector organizations; domestic and international immersion intensives; and PSR's online community education classes, known as Theological Education for Leadership (TEL). With responsibilities for Field Education, Contextual Learning, and Community Education, this position provides program implementation and administration for a diverse student body at Pacific School of Religion. PSR faculty are innovative educators who embrace robust interdisciplinarity in their teaching and scholarship to reimagine theological education and the role of faculty in facilitating it; they maintain a robust engagement with scholarship in related fields, and are articulate about the impact of that research on their teaching, the academy, and the broader society. *PSR is an Equal Opportunity/Affirmative Action Employer.*

Essential Duties and Responsibilities

As Faculty in the Practice of Ministry (approximately 40% of position):

- Offers courses in consultation with and with the agreement of the Dean (for Masters level students at PSR and the wider Graduate Theological Union).
- Teaches theory and practice of mentoring to site mentors and field based communities
- Advises MDiv, MTS, MAST, CSSC students regarding field requirements and provides vocational counseling
- Participates as needed in the review process for degrees, contributing the perspective of field education and contextual learning
- Participate in PSR community life as member of the faculty involved in teaching, scholarship, student advising, faculty committees, community life, and service
- Seek opportunities for the development of creative teaching and new forms of delivering theological education and reaching new audiences, including the use of technology and on-line instruction
- Attend monthly faculty meetings with voice and vote, guided by the policies and procedures stated in the Faculty Manual

- Carry on research and publication in related fields, and be articulate about the impact of that research on teaching, the academy, and the broader society, particularly addressing issues facing communities of color, LGBTQI communities, and communities that are economically disadvantaged.
- Promote the general welfare of the institution.

As Interim Director of Community Engaged Learning (approximately 60% of position):

- Develops varied praxis-based Field Education programs and placements, including year-long and advanced internship sites with congregations, agencies, movements, social innovation organizations, and private sector
- Oversees recruitment and teaching of adjunct faculty for Social Change Field Work and Field Education
- Cultivates and facilitates local, regional, national, and international immersion courses
- Identifies contextual partnerships compatible with the vision and mission of PSR
- Reviews and approves self-designed immersion applications with the Dean
- Communicates with faculty advisors of students about Field Education, Social Change Field Work, and overall academic and vocational plans
- Reviews and approves granting of CEUs for PSR programs, events, and classes
- Develops and oversees CEL budget
- Supervises Associate CEL Director, including:
 - CPE sites, placement assistance
 - Opportunities web-board
 - Liaison with denominational representatives and events with students
 - Monthly GTU FE Directors meetings and GTU FE events
 - Student and placement database and history
 - CEL Communications
- Supervises the Program Director of TEL (Theological Education for Leadership) and CGSB (Certificate in Gender, Sexuality and the Bible)
- Submits written reports on Community Engaged Learning to the Board of Trustees

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Master of Divinity degree required, PhD or equivalent desired
- Ministry experience, including but not limited to church-related settings, for at least five years
- Familiarity with seminary education, especially previous work experience in seminary setting

- Educator experience in small group processes and critical analysis of theological reflection
- Excellent managerial skills, with the ability to work independently
- Proficiency in interpersonal skills
- Ability to work collegially with students, faculty and staff, and wider field education communities
- Excellent writing skills
- Well organized and attentive to detail
- Ability to maintain strict confidentiality
- Experience in administration, preferably in theological education
- Ability to work effectively in an interdenominational, multicultural community of diverse theological perspectives
- Ability to coordinate multiple projects and priorities and meet multiple deadlines
- Supervisory competence
- Experience overseeing budgets
- Readiness to affirm PSR's ecumenical and Christian heritage and commitment as an open and affirming community that honors diversity and presses toward racial, gender, sexual orientation and economic justice
- Active connections to faith communities
- Knowledge, experience, and/or familiarity with non-profit organizations desirable
- Proficiency with computer and common office related software

Desirable Knowledge, Skills and Abilities

- Knowledge of the Master of Divinity program, particularly PSR's innovative MDiv Stackable Curriculum, and the communities of faith and field education in the geographic area of the school
- Familiarity with the faith traditions represented in the PSR community
- Knowledge, experience, and/or familiarity with non-profit organizations
- CPE Supervision, Social Service case management, Career Counseling

Work Environment/Physical Demands:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision - ability to see items necessary to carry out essential job functions. Close vision required for reading student course work and reports.

Hearing - ability to hear sounds of individuals and groups.

Clear Speech - ability to communicate clearly to others as essential part of job function.

Lifting/Carrying - ability to lift and carry files, books and printed materials.

Pushing/Pulling - ability to push/pull desk and filing cabinet drawers.

Manual Dexterity - ability to input data into computer via keyboard.

Walking – Ability to walk around the PSR campus and other classroom sites.

Tools and Equipment Used:

Phones, personal computers, printers, fax machine, photocopiers, shredder.