



Pittsburgh Theological Seminary .....

# DEAN OF ENROLLMENT MANAGEMENT PROFILE

..... Grounded in Faith, Formed in Community



**MANAGEMENT AND COLLABORATION** • Lead Enrollment team, including Admissions Counselors, Director of Financial Aid, Registrar, and student staff members. • Coordinate with the Office of Advancement in defining annual institutional event strategies and implementing the recruiting role within those efforts. • Connect regularly with the Seminary's faculty to confirm integration of academic offerings and recruiting initiatives. • Train program leaders across the institution in best recruitment and enrollment practices.

**FINANCIAL AID** • Create and manage annual merit and need-based budget across all degree/certificate programs. • Convene Financial Aid Committee as governing body of administration, faculty, and staff to adjudicate allocation of mid-year scholarships and updates to policy. • Communicate periodic reports to VP of Academic Affairs, faculty, and Board to illustrate pertinent data. • Coordinate with Advancement to ensure scholarship and need-based award files are accurate, organized, and disseminated according to donor wishes. • Oversee collaboration with Business Office to ensure accuracy of student awards and billing.

**REGISTRAR** • Ensure accuracy of enrollment, retention, and completions data and draft periodic reports to the VP of Academic Affairs, faculty, and Board. • Oversee Registrar functions, including federal, state, and accreditation-related reporting and international and VA student management.

**STUDENT SERVICES** • Meet weekly with Student Services Team. • Serve on the Hybrid Implementation Team. • Establish student retention measurements and benchmarks. • Work collaboratively with faculty advising and the Dean of Students to lead retention initiatives across lines of institutional reporting.



## THE POSITION SUMMARY

The Dean of Enrollment Management (DEM) at Pittsburgh Theological Seminary is responsible for all aspects of the recruiting and admissions process for the institution's credit-bearing programs. In addition to primary responsibility for recruiting and admissions, the DEM will work with others at the Seminary (including those responsible for student life, instruction, and curriculum development) to manage ongoing enrollment and retention of students in degree programs, certificate offerings, and other credit-bearing programs. The DEM will oversee the financial aid program and the Registrar, as well as shape enrollment strategy and practices across the institution. The DEM reports to the Vice President for Academic Affairs / Dean of Faculty and serves on the President's Cabinet.

## ESSENTIAL RESPONSIBILITIES

**RECRUITING AND ENROLLMENT** • In collaboration with Seminary leadership, define strategic enrollment priorities. • Develop, execute, and evaluate recruiting, admissions, and enrollment goals and strategies with use of data. • Craft institutional vision and process for awarding merit and need-based aid to support enrollment initiatives. • Create and sustain initiatives for cultivating leads and referrals. • Engage in the direct work of recruiting with prospects and with key influencers, including alumnae/i, clergy, congregations, undergraduate faculty, and denominational leaders, both domestically and internationally. • Manage yearly recruitment event travel schedule. • Review completed admissions files for applicants to all degree and certificate programs. • Submit yearly enrollment and tuition revenue projections.

**INTERNAL AND EXTERNAL COMMUNICATION** • In coordination with the Senior Director of Advancement and Strategic Communications, design and direct communications plan for print and electronic marketing and communications initiatives. • Develop and implement an enrollment communication and training plan for faculty, staff, and students. • Communicate with the Seminary community about enrollment goals, strategies, initiatives, progress, and results. • Present recruiting, admissions, enrollment, and retention data to the Seminary's Board. • Attend weekly Cabinet meetings to communicate enrollment work and vision to Seminary leadership.

**OTHER** • Lead the Seminary in the creation of a strategic enrollment plan. • Represent the Seminary coherently and enthusiastically at a wide range of external events. • Participate fully in the life of the Seminary, including worship and community life. • Serve on a variety of institutional committees, including Admissions and Standards, Student Life and Enrollment Management, and other committees, as assigned.

## THE SEMINARY

Pittsburgh Theological Seminary (PTS) is a graduate institution affiliated with the Presbyterian Church (USA) serving an increasingly ecumenical student body. The Seminary seeks to be culturally relevant as it attends to the formation of individuals for theologically reflective ministry and scholarship in service to the church of Jesus Christ, the public square, and the world at large. With its motto of "Grounded in faith, Formed in community," the Seminary is called to serve a wider church, global and diverse, one that is exploring new forms of community and new horizons of mission. As with most mainline theological schools in North America, enrollment has declined gradually since the mid-2000s. In the last four years, however, enrollment at PTS stabilized between 202 and 223. With a committed leadership team, an engaged Board, a passionate and student-centered faculty and staff, a student body eager for intellectual and spiritual growth, a well-maintained physical plant, and an endowment of more than \$260 million, PTS is well resourced and poised for future growth.



Pittsburgh Theological Seminary traces its roots to 1794, and has operated in its current form and location since 1959, following the consolidation of two previously separate institutions—Pittsburgh-Xenia Theological Seminary of the United Presbyterian Church of North America and Western Theological Seminary of the Presbyterian Church in the United States of America—incident to the union of the two denominations in 1958.

## LOCATION

Situated in the East Liberty neighborhood, adjacent to Highland Park, the Seminary is in a transitional and vibrant area of the city of Pittsburgh. Within walking distance are established residential neighborhoods, a major city park, and retail and commercial space amid ongoing and significant revitalization.

The city of Pittsburgh has proven resilient amid economic downturn, and it boasts a thriving medical and high-tech industry, a vibrant cultural and culinary scene, and several world-renowned universities, including the University of Pittsburgh, Carnegie Mellon University, and Duquesne University, among others. Within three miles there are the Carnegie Museum of Art and Natural History, Phipps Conservatory, and The Frick Pittsburgh Museum. An internationally acclaimed symphony orchestra, along with resident opera, theater, and ballet companies, perform regularly in downtown venues.

In the past few years, the Economist Intelligence Unit, Forbes.com, and Places Rated Almanac have ranked Pittsburgh at the top of their most livable cities list. National Geographic Traveler named Pittsburgh among the best places in the world to experience, and HuffPost named Pittsburgh one of the world's "prettiest" cities.

### MISSION

Participating in God's ongoing mission in the world, Pittsburgh Theological Seminary is a community of Christ joining in the Spirit's work of forming and equipping people for ministries familiar and yet to unfold and communities present and yet to be gathered.

### ACADEMICS

PTS is well known for its academic rigor and high standards for programs and courses. It currently enrolls 203 students in its four different degree programs: Master of Divinity (MDiv), Master of Arts in Pastoral Studies (MAPS), Master of Theological Studies (MTS), and Doctor of Ministry (DMin). Concentrations include forming new faith communities, urban ministry, and worship leadership. Cooperative joint-degree programs with the University of Pittsburgh (master's/MSW) and Duquesne University (master's/JD) enhance the Seminary's educational opportunities.

In addition, independent certificate programs are offered in Adaptive and Innovative Ministry; Faith, Work, and the Common Good; Ministry; Missional Leadership; Theological Studies; and Urban Ministry. The

academic programs are enriched through the Seminary's 35-year-old Metro-Urban Institute (MUI) as well as its World Mission Initiative (WMI) and Center for Adaptive and Innovative Ministry (AIM). The Kelso Museum of Near Eastern Archeology, the Barbour Library, the Center for Writing and Learning Support, and the Miller Summer Youth Institute are additional program enhancements.

Through its degree programs and initiatives, the Seminary's students participate in learning contexts on five different continents. Graduates and constituents serve in a wide range of ministry settings and contexts.

### FACULTY

The Seminary's academic offerings are taught by 19 full-time faculty. Academically accomplished, student-centered, and strongly committed to the Seminary's mission, vision, and values, the faculty is well-positioned to engage in and shape theological education in the 21<sup>st</sup> century. All full-time teaching faculty hold doctoral degrees. Faculty members are also steadfast in their service to the church, and 15 are ordained [Presbyterian Church (USA), United Church of Christ, African Methodist Episcopal Church, Baptist, and Reformed Church in America].

### STUDENT LIFE

PTS students come from nearly 30 states and several countries. While the Seminary is affiliated with the Presbyterian Church (USA), the student body is denominationally diverse, consisting of Presbyterians,



United Methodists, Baptists, Anglicans/Episcopalians, Orthodox, Lutherans, and representatives of several other traditions plus nondenominational students. Most seminarians in the master's programs are either recent college graduates or are called to the Seminary later in life as a second career.

Pittsburgh Theological Seminary enthusiastically affirms the value of theological formation in community, and the Seminary has crafted flexible hybrid degree programs that broaden access across greater geographic distance while maintaining a strong baseline of interpersonal connection. Classes meet synchronously online each week and in person twice per semester during hybrid gatherings. At the gatherings, residential and hybrid students alike participate in formational activities, including vocational discernment, gathered worship, and in-person classes, in addition to shared meals, out-of-the-classroom fellowship, and contextual learning in the city.

Time and again, residential students say they chose Pittsburgh Seminary because of the sense of community. Through shared meals in Kadel Dining Room, chapel worship, group study sessions, conversations outside the classroom, engagement in student organizations, on-campus events, and connections with local churches and nonprofit partners in Pittsburgh, PTS offers students on campus the opportunity to learn and live in community.

The Seminary's DMin program is distinctive in its cohort model, in which students maintain a consistent group of peers throughout their classes and formational experiences who are conducting research within a similar area of focus. For one to two weeks once or twice per year, students visit the Seminary's campus to connect in person with their cohort and to attend classes relevant to their area of focus. Building upon the relational foundation established at these intensives, cohorts typically stay in touch throughout the rest of the year as well.

### **CAMPUS**

The Seminary's 10-acre urban campus is a collection of handsome buildings surrounded by mature trees. At the center of the campus is the Clifford E. Barbour Library, the largest theological collection in the three-state region, and among the largest of stand-alone seminary libraries in the country. The Hicks Memorial Chapel allows the community to participate in various styles of



worship during weekly services. George A. Long Hall is the administrative and teaching hub of the campus. It contains offices, classrooms, and technology for multimedia presentations. Student housing is available on campus in Calian Residence Hall or in the Fulton Apartments, and is also available in Stanton Highland Apartments, just beyond campus. Calian Residence Hall offers single living quarters with private baths, fitness center, lounge spaces, and a shared kitchen. The apartments range from efficiencies to family-oriented four-bedroom units.

## DESIRED DEAN OF ENROLLMENT MANAGEMENT ATTRIBUTES

**QUALIFICATIONS**

- Desire to help prospects and students discern calls to ministry and other forms of Christian service.
- Ability to cast a vision for recruiting, enrollment, and retention and enlist others to meet goals.
- Passion for, and knowledge of, theological education.
- Knowledge of broader Seminary and higher education enrollment trends.
- Excellent written and oral communication skills.
- Strong analytical skills to model enrollment projections and evaluate internal and external data in decision-making.
- Strong organizational skills, initiative, creativity, and the ability to work collaboratively with students, faculty, and staff.
- Willingness to travel.

### REQUIRED EDUCATION/TRAINING/EXPERIENCE

- 3-5 years of progressive experience in higher education admissions and enrollment management.
- Knowledge and ability to work with student information systems (experience with Jenzabar a plus).
- Experience leading teams/supervisory experience.
- Working knowledge of Microsoft Office suite (Word, Excel, PowerPoint), Outlook, and Zoom.

### PREFERRED EDUCATION/TRAINING/EXPERIENCE

- Master of Divinity or other theological degree (e.g. MTS, MAPS).
- Ordination in a Christian denomination and/or 3 or more years of service in a ministerial role (laity, clerical).
- Knowledge of recruiting and enrollment IT systems.
- Commitment to the mission and vision of Pittsburgh Theological Seminary.

## APPLICATIONS AND NOMINATIONS

Pittsburgh Theological Seminary has retained AGB Search to assist in the recruitment of its new Dean of Enrollment Management. Potential candidates are encouraged to contact the Executive Search Consultant Jean Kim, Ed.D., [jean.kim@agbsearch.com](mailto:jean.kim@agbsearch.com).

**Application and nomination materials should be submitted electronically to:**  
**[PTSDEM@agbsearch.com](mailto:PTSDEM@agbsearch.com).**

**To receive full consideration, application materials should be submitted not later than June 5, 2026.**

Application materials must include:

1. a letter of interest, which responds directly to the leadership opportunities and desired DEM attributes outlined;
2. a curriculum vitae; and
3. the names, addresses, telephone numbers, and email addresses of five professional references (please indicate your relationship with each). No references will be contacted without prior permission granted by the candidate.

All candidate names will remain confidential, except for those individuals invited to final interviews.

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. PTS also complies with all applicable federal, state, and local laws relating to equal opportunity in employment. Diverse candidates are encouraged to apply.

