

# The Southern Baptist Theological Seminary

## Position Description

**Position Title: Manager for Ministry Connections & Applied Ministry Specialist**

**Department: Student Success**

**Position Code: F0335**

**Date Prepared: 3/27/18**

**FLSA Status:**  Exempt  Non-Exempt

**Full Time:** Yes  No

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### **JOB SUMMARY:**

The Manager for Ministry Connections & Applied Ministry Specialist, under the supervision of the Director of Student Success, oversees Ministry Connections and directs and coordinates Applied Ministry Courses and the Ministry Apprenticeship Program.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Oversees Ministry Connections which helps students and alumni find ministry jobs
- Promotes Ministry Connections to churches, denominational entities, parachurch organizations, students, and alumni
- Coordinates on-campus recruiting activities and hosts visiting ministries
- Maintains effective communication with employers, faculty, staff, and students
- Creates effective marketing strategies/materials to increase participation in Ministry Connections events
- Conducts mock interviews and critiques resumes
- Prepares/presents/organizes on-campus seminars on career planning, resume writing, job search skills, and interviewing techniques
- Creates and distributes resources to help students and alumni through the process of finding a ministry position
- Develops processes and methods used for tracking and reporting employment statistics of recent graduates
- Oversees Ministry Connections website for posting positions and resumes (Symplicity)
- Generates and maintains the social media presence of SBTS ministry placement services
- Directs and coordinates the administrative details of all Applied Ministry courses
- Serves as a reference point for students and churches participating in Applied Ministry
- Communicates with Applied Ministry faculty regarding student completion of field ministry requirements

Performs other duties as may be assigned by supervisor.

## **MINISTRY APPRENTICESHIP PROGRAM (MAP):**

- Develop syllabus for each section of MAP(Leadership/Proclamation/Outreach) with reading and reflection papers (reading assignments chosen by director per topic of semester; ~1000 pages total reading, 15 pages total writing)
- Maintain communication with students through online education portal, in-person, phone, email and video-conference, as appropriate
- Communicate with the AVP regarding progress of each semester, including suggesting avenues for improvement and growth
- Coordinate and execute video conferences between MAP professors and students to enhance student support and connection to Southern Seminary
- Maintain proper communication with churches and ministries to ensure successful navigation of MAP policies and processes
- Gather, verify and report final grades to Registrar
- Maintain communication with MAP professors and partners to evaluate performance and enhance program effectiveness
- Determine, coordinate and process proper payment for MAP professors in conjunction with the deans of the School of Theology and Billy Graham School.
- Ensure MAP professors have completed all appropriate Human Resources paperwork
- Affirm and confirm each students' service in the local church
- Knowledge of general computer skills, including video conferencing and email communication.
- Must have excellent communication skills
- Recruit for and promote the Ministry Apprenticeship Program
- Fields questions from churches/ministries
- Must affirm the Abstract of Principles of The Southern Baptist Theological Seminary
  
- Performs other duties as requested.

## **QUALIFICATIONS:**

- Ability to portray the Seminary's values and distinctives in writing, speaking, personal demeanor, and spiritual commitment
- Excellent communication skills; ability to interact and engage people, and view, discern, adjust, and respond appropriately to non-verbal communication cues
- Strong leader who encourages communication among colleagues and creative thinking in order to accomplish goals
- Visual activity to work unassisted in editing printed materials

## **EDUCATION:**

The person in this position should have a Master of Divinity, at minimum. A PhD is preferred.

## **EXPERIENCE:**

The person in this position must have exhibited creative initiative and technical administrative capacities. Three to five years pastoral experience preferred.

**SUPERVISION:**

The person in this position will supervise the progress of the MAP students.

The person in this position will report to the Director of Student Success.

**WORK ENVIRONMENT:**

The person in this position must be able to communicate effectively through verbal and written communication; make repetitive motions with wrists, hands and fingers; lift up to 35 lbs.; be able to walk up and down stairs, and enter and exit all campus buildings unassisted; demonstrate the ability to sit for extended periods of time; use a personal computer for correspondence; and operate efficiently in a competitive work environment.

**EQUIPMENT:**

The person in this position will use the following equipment: personal computer.