



Job Description

Title: Director of Student Development and Alumni Relations

Reports to: Executive Director of Student Services and Admissions

Job Classification: Full-time, exempt, administrative faculty

General Description

The director of student development and alumni relations will have primary responsibility to design, implement and review a student development plan and a retention plan for Bethany students. The director will lead a vibrant program to engage Bethany alumni, collaborating with the Institutional Advancement Department when appropriate.

Major Responsibilities

- Develop and implement a student development plan that offers support and encouragement to students throughout their tenure at Bethany, recognizing that needs for local and distance students may differ; assess and revise the plan regularly
- Develop and implement a retention plan that recognizes the challenges local and distance students face; assess and revise the plan regularly
- Plan and implement orientation programs collaboratively with Earlham School of Religion staff
- Maintain a strategic plan to expand the Bethany Neighborhood residence program and gain retention of students therein
- Plan and implement online orientation for the EYN educational program
- Create and oversee a vibrant program to strengthen alumni connections to the Seminary, including
 - chairing the Alumni Coordinating Council
 - seeking creative ways to engage alumni to broaden the reach of the Seminary
 - arranging regional events in collaboration with Institutional Advancement
 - corresponding regularly via group calls, newsletters, etc.
 - providing assistance with placements and vocational discernment in collaboration with the director of the MA program and Ministry Formation faculty
 - tracking placement of graduates
- Convene and serve on the Pastoral Care Team
- Oversee the use of the Student Emergency and Nurture Fund
- Direct students to available counseling and placement services as needed
- Serve as disabilities officer for Bethany students
- Coordinate support of international students from admissions through graduation
- Serve as the liaison to Student Leadership Team
- Hold exit interviews and assist with surveys for use in assessment
- Coordinate completion of departmental Association of Theological Schools (ATS) reports and questionnaires
- Coordinate resources and information on housing and job opportunities for prospective and current students
- Oversee the Pillars and Pathways Residency Scholarship program

- Provide input on curricular design and class schedules for consideration by faculty
- Act as advisor for occasional students, sharing with them the educational opportunities they might be interested in and facilitating their registration
- Assign new students to advisors once admitted
- Coordinate communication regarding commencement to students, as determined by the Commencement Events Committee
- Perform other duties as assigned

Committee Assignments/Attendance

- Faculty meetings; teaching faculty meetings as invited
- Student Leadership Team, liaison
- Pastoral Care Team, convener
- Admissions Committee
- Annual Conference Exhibit Committee and conference attendance
- Orientation Committee
- Bethany board of trustees meetings
- Alumni Coordinating Council, chair
- Commencement Events Committee

Minimum Qualifications

- Master of divinity degree is preferred; master's degree in a nontheological field with applicable experience is acceptable
- Knowledge of or personal relationship with Bethany Theological Seminary is preferred
- Affinity with the values and mission of the Seminary is required; an understanding of the Church of the Brethren in the Anabaptist-Pietist tradition is preferred
- A collaborative working style
- Strong oral and written communication skills
- Use of active listening and discernment skills
- Command of computer software necessary to accomplish above duties
- Ability to use social media and electronic communications

Required Relationships

Internal and external constituents

Direct Reporting Positions

Federal Work-Study students as needed

Work Conditions

- Office setting at Bethany Theological Seminary in Richmond, Indiana
- Travel as needed to accomplish objectives

Physical Requirements

- Plan and independently travel via car, bus, or plane
- Hold a valid driver's license and have a good driving history
- Set up displays and handle boxes up to fifty pounds

Application review will begin immediately and will continue until an appointment is made. To apply please send a letter of interest, resume, and contact information for three references to

recruitment@bethanyseminary.edu

or

Attn: Lori Current
Bethany Theological Seminary
615 National Road West
Richmond, IN 47374

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