



## **PITTSBURGH THEOLOGICAL SEMINARY FRONT DESK RECEPTIONIST – PART TIME**

### **JOB POSTING**

#### **INSTITUTION SUMMARY:**

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares students for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is denominationally diverse, consisting of Presbyterians, United Methodists, Baptists, Anglicans/Episcopalians, Orthodox, Lutherans, and representatives of a number of other traditions plus nondenominational students.

#### **POSITION SUMMARY:**

Pittsburgh Theological Seminary seeks a part-time Front Desk Receptionist through March 2025.

#### **ESSENTIAL DUTIES:**

While reporting to the VP for Seminary Advancement, the Front Desk Receptionist will:

- Responsible for front desk hospitality
- Provides welcome and other information to Seminary guests.
  - Direct guest to appropriate rooms
  - Receives packages from delivery
- Answering and routing telephone calls
- Assists with placing event signage including campus event holders.
- Communicates with appropriate staff personnel, including serving as primary liaison between Facilities and other departments or apartment residents.

#### **QUALIFICATIONS / REQUIREMENTS:**

- Adherence to weekly assigned hours
- Able to provide excellent and hospitable customer service to Seminary guests
- Strong English language oral/written communication skills
- Basic computer/keyboard skills
- Attention to detail and ability to follow instructions
- Follow seminary dress code

- Maintain confidentiality
- Visual and auditory skills

**PART-TIME POSITION:**

This position is part time and is anticipated to work 10-15 hours per week through March.

**SALARY:**

\$12.00 per hour (no benefits are associated with this position)

**JOB LOCATION:**

616 North Highland Avenue, Pittsburgh, PA 15206

**EQUAL EMPLOYMENT OPPORTUNITY:**

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state, and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion, or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job related disability, or any other classification protected under applicable law.

**TO APPLY:**

Interested candidates should provide a cover letter, resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to [careers@pts.edu](mailto:careers@pts.edu).

We will begin review of applications as they are received. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.