

Pacific School of Religion



Director of Field Education and Contextual Learning

Department/Organization:
Field Education/Instruction

Supervisor:
VP for Academic Affairs and Dean

Job Description:

The Director of Field Education and Contextual Learning provides program development/administration and educational leadership in Field Education and Contextual Learning for a diverse student body at Pacific School of Religion. Faculty status might be granted to a candidate with the appropriate degree and experience.

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.

Prerequisite Knowledge, Skills & Abilities

- A Master of Divinity degree
- 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 to oversee field education, contextual learning and related projects
- 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 personal computers especially Microsoft Word Desirable Knowledge, Skills and Abilities
- Knowledge of Master of Divinity program and the communities of faith and field education in this geographic area
- Familiarity with the faith traditions represented in the PSR community
- Knowledge of Filemaker Pro computer program

Details:

In relation to Field Education

- Develop praxis based Field Education program for primarily but not exclusively M.Div students
- Seek opportunities for development of creative teaching in relation to Field Education Seminars, including the

use of newer technologies

- Research and develop new models of Field Education specifically for MTS students, distance learning and entrepreneurial/community based sites • Oversee recruitment and teaching of Field Education adjunct faculty
- Teach theory and practice of mentoring to site mentors and field based communities (9 – 11 seminars per year)
- Develop and negotiate student placement sites with local clergy and directors of non-profit agencies
- Advise students regarding field education requirements and provide vocational counseling
- Teach field education course
- Serve as consultant and mediator for sites, mentors and students when necessary
- Communicate with faculty advisors of students about Field Education and overall academic and vocational plans
- Meet with prospective students and represent Field Education at Ministry as Vocation, orientation, and church and community events
- Keep listings of potential CPE sites and advise students concerning CPE placements
- Oversee visits from clergy and denominational representatives and facilitate meetings with students
- Attend monthly GTU FE Directors meetings/coordination of GTU FE events including CPE day

In relation to Contextual Learning

- Develop in consultation with faculty the international, national and regional immersion intensive courses
- Develop programming philosophies and directions in relation to contextual learning and encounters
- Identify new contextual partnerships that are compatible with the vision and mission of PSR educational programs

Overall

- Maintain an overall knowledge of both programs and provide administrative oversight to the field education and contextual learning office
- Provide programs that will foster sensitivity to cross-cultural, ecumenical, interfaith, racial, gender, sexual orientation and economic issues
- Develop materials with participating faculty for educational components of both programs
- Supervise Associate Field Education and Contextual Learning Director and, if and when applicable, other staff of the Field Education and Contextual Learning Office
- Develop and oversee Field Education and Contextual Learning budgets
- Report field education and contextual learning activities and issues to the Dean regularly and to the faculty as needed
- Submit written reports on Field Education and Contextual Learning to the Board of Trustees at least once per year (sometimes twice)
- Attend faculty meetings and regularly report on field education and contextual learning issues; attend Faculty Executive Session if granted faculty status or at the direction of the Dean
- Attend student services staff meetings as needed or required

Apply to:

Interested candidates should send resume and letter of application addressing specifically the qualifications of this position to: bliew@psr.edu Please include: 'Apply-Field Ed & Context Learning Dir' in the subject line of your email.

Please note that relocation assistance will not be provided.

Other comments:

Review of applications will begin on May 1, though we will continue to accept applications until the position is filled. PSR is an Equal Opportunity Employer

Pacific School of Religion, 1798 Scenic Avenue, Berkeley, CA 94709-1323, tel. 510/849-8200

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