

The Southern Baptist Theological Seminary

Position Description

Position Title: Program Coordinator for Biblical Counseling

Department: Church Ministry

Position Code: D5859

Date Prepared: 12/18/16

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Program Coordinator for Biblical Counseling will teach courses in and oversee the development of the Biblical Counseling program at Boyce College, the undergraduate division of The Southern Baptist Theological Seminary.

ESSENTIAL JOB FUNCTIONS:

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

- Develop and teach courses within the Biblical Counseling program
- Teach consistent with and not contrary to the *Abstract of Principles* and the *2000 Baptist Faith and Message*
- Plan, implement, and perform administrative duties for the program
- Participate in the recruiting and hiring of the additional faculty members within the program (both full-time and adjunct)
- Review course syllabi to ensure quality and accuracy
- Recruit and supervise graders and teaching assistants within the program
- Assist in the planning, development, and scheduling of courses
- Participate in various campus events such as new student orientation and Preview Day as well as ongoing recruitment efforts
- Pursue ongoing scholarly and ministerial development through avenues such as: writing projects, conference presentations, speaking engagements, and local church involvement
- Maintain the accuracy of sections of the academic catalog and website that pertain to the Biblical Counseling degree program
- Keep regular office hours and be generally available to meet with and mentor students
- Attend various faculty and divisional meetings as directed by the Dean of Boyce College
- Perform other duties as needed by the Dean of Boyce College

QUALIFICATIONS:

Candidates should possess the following qualifications:

- A terminal degree (Ph.D., Psy.D., Ed.D) in a field related to the subject
- Testimony of personal faith in Jesus Christ and evidence of a mature Christian lifestyle
- Professional and/or pastoral experience in the field (preferred but not required)

- Full agreement with the *Abstract of Principles* (<http://www.sbts.edu/about/truth/abstract/>) and the *2000 Baptist Faith and Message* (<http://www.sbts.edu/about/truth/bfm/>)
- Support for the mission and vision of Boyce College

COMPENSATION:

Rank and salary will be commensurate with education and experience. The position includes insurance and other benefits.

LOCATION:

Boyce College is located in Louisville, Kentucky on the campus of The Southern Baptist Theological Seminary, a private not-for-profit institution founded in 1859. With a metropolitan population of over 1.25 million, Louisville is the largest city in the commonwealth of Kentucky.

ACCREDITATION:

Boyce College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

APPLICATION:

Applications will be evaluated immediately and will continue until the position is filled. The position is anticipated to begin on July 1, 2017.

All inquiries and application information will remain confidential. All qualified candidates are encouraged to apply.

Applicants should submit electronically a letter of interest and curriculum vitae to the Dean's Office.

Contact:

Timothy Kleiser

tkleiser@sbts.edu

502-897-4556