

Position Description

Director Doctoral Program

Position focus: Puritan Reformed Theological Seminary (PRTS) is seeking a full-time Director of the Doctoral Program. In collaboration with the President and faculty, the person filling this position will help establish and facilitate a doctoral program in Historical Theology (PhD), Biblical Studies (PhD), and Homiletics (PhD and DMin).

The person filling this position will contribute to the academic and spiritual formation of doctoral students, as well as international collaborative research projects and scholarly publications. This position is a unique opportunity for a visionary scholar with executive management experience to collaborate with a dedicated team consisting of the current faculty, a variety of adjunct professors and instructors, and research institutes in order to help build a blended-learning doctoral program. The person filling this position will not only be involved in some teaching and dissertation supervision, but is also expected to participate in academic conferences, lead in departmental planning and committee work, and be involved in a local expression of Christ's church.

Essential duties 1) Doctoral program vision, planning, and management; 2) fundraising; 3) establish worldwide research collaborations with scholars and institutes; 4) doing some teaching of PhD and ThM-level graduate courses after the three projected PhD programs are well established; 5) supervising or co-supervising doctoral dissertations; 6) lead and continue to develop globally the Puritan Research Center; 7) producing scholarly publications; 8) traveling to various important academic conferences to represent the seminary; 9) assist the seminary president with visiting generous donors for building relationships and fund-raising; 10) participating actively in the church and international academy.

Required education and experience 1) Appropriate PhD degree from an accredited school; 2) experience in leading of a doctoral program; 3) experience in fundraising, finance and administration; 4) strong international management experience; 5) experience in teaching, research, and international publications; 6) experience in supervising theses and dissertations; 7) demonstrated experience of working independently and collaboratively with varied groups (faculty, researchers, etc.) within an international organization; 8) proven knowledge in digital research, distance education, and online publications; 9) demonstrated knowledge of faculty committee work; 10) pastoral and preaching experience.

Required ethos Committed in doctrine and practice for the preparation of students to serve Christ and His church through biblical, experiential, and practical ministry. Formal subscription to the Reformed Standards of the Three Forms of Unity and/or the Westminster Standards.