



Doctor of Ministry Program Assistant

Department: Academics

Supervisor: Doctor of Ministry (DMin) Program Director

FTE: 0.25 or variable

Anticipated start date: 2022

Application review begins immediately and will continue until the position is filled.

Summary

The Doctor of Ministry (DMin) Program Assistant will support the DMin Program Director in the development and implementation of the new [competency-based DMin at AMBS](#). The DMin Program Assistant will provide administrative support for all aspects of the degree program. This position may be combined with the [Applied Leadership Curriculum Program Assistant](#) role.

Responsibilities and duties

The DMin Program Assistant will help coordinate all aspects of the program in partnership with the Director, Academic Dean's Office, and Church Leadership Center, including:

- Promotion of the program in collaboration with Admissions and Marketing
- Responding to DMin inquiries and other assistance with student recruitment
- Scheduling of core courses
- Communication with pastoral mentors and network (denominational) mentors regarding program expectations and details (with teaching faculty mentors)
- Organizational support for DMin meetings, cohort gatherings, and other events
- Report compilation and preparation using program data
- Maintaining DMin financial records
- Assisting with needs of participants and presenters during events
- Representing the DMin Program on the online calendar committee
- Scheduling and minutes for DMin Admissions and DMin Program Advisory Committee meetings
- Handles information of a confidential nature
- Other administrative tasks as needed

Qualifications and skills

- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required
- Strong and healthy communication skills – interpersonal, written, and spoken
- Strong computer skills and eagerness to learn new programs
- Knowledge of Microsoft Office and Google Suites required; Salesforce a plus
- Ability to organize efficiently and work accurately with detail

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- Ability to initiate appropriate work
- Availability to work on campus
- Knowledge of MC USA and MC Canada structures, conferences, personnel, etc. a plus
- AMBS requires COVID-19 proof of vaccination or a medical/religious exemption for all employees.

Relationships

The Doctor of Ministry Program Assistant will have direct supervision by and accountability to the DMin Program Director and will work cooperatively with Admissions, Marketing, Registrar, Academic Dean's Office and Church Leadership Center staff and volunteers.

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

To apply

Please submit select items that apply: resume - cover letter - references to:

Steve Norton- Assistant Director of HR/Payroll

HR@ambs.edu or 3003 Benham Avenue, Elkhart IN 46517

Women and other underrepresented groups are encouraged to apply.

*****HR or Student Services Internal Note*****

Date description was written/updated: 7/14/22