

Associate Director of Global Student Engagement

Position Description

General Description: The Associate Director of Global Student Engagement will function within the Student Formation and Campus Culture department. The Associate Director will provide excellent program services and an environment that welcomes and supports international students, scholars, and exchange students in all contexts of the Seminary community. The Associate Director will advocate the cross-sectional issues of diversity, equity, inclusion, belonging, and intercultural dynamics by examining ways to reinterpret our educational mission and goals to keep the Seminary relevant and on the cutting edge of church and society. This position reports to the Senior Advisor for Flourishing and Belonging.

Essential Functions:

1. Serve as a Designated School Official (DSO) serving to help support updated records of all international students visa process.
2. Work to ensure health insurance plans and social security cards are obtained for all international students.
3. Develop partnerships with local entities that provide services to international students and connect these students to congregations and external communities that will support them in their journey.
4. Develop and implement the New International Student Orientation.
5. Create programs and initiatives of welcome and hospitality to all international students, including but not limited to pre-arrival zooms, airport pick-ups, campus welcome, hospitality dinners, and other opportunities to get to know the community and share their stories.
6. Collaborate with Seminary departments and partners to develop and facilitate advocacy programs that provide guidance and support to International Students.
7. Develop rapport and enter relationships with International Students to provide one-on-one support and pastoral care to international students who utilize the office and seek guidance from the Associate Director. Engage proactively with students and offer mentorship and success coaching.
8. In collaboration with the Senior Advisor for Flourishing and Belonging, provide vision and direction for inclusion initiatives in student formation and campus culture, focusing on diversity, equity, inclusion, justice, and access, and advocate for the interests of LGBTQIA+ and BIPOC students.
9. Help develop policies and procedures for Campus Culture that reflect the intercultural intelligence of the community and capture the voices of our international students.
10. Support the work of the SFCC Staff in response to student matters as needed.
11. Support and attend the work of SFCC in the Community Life events creating a healthy Campus Culture.
12. Assist the Seminary and its administrative offices with student immigration records and Visa status of all international students.
13. Together with the Senior Advisor for Flourishing and Belonging, provide creative intercultural services, learning opportunities, and celebrations for the student body with the approval of the VPDSFCC.
14. Assist with student support and response during critical incident moments on campus or in the broader community. Report all incidents and international student concerns to the Associate Dean of Student Formation.

15. Exhibit an understanding of the current best practices in student development and an awareness of emerging issues in higher education, including social justice, cultural humility, retention and persistence, at-risk student factors, community building, and student learning that is in concert with the JEDI Mapping Prospectus.
16. Lead SFCC as it serves the Seminary's mission to form leaders for the church, academy, and other places of public service through the development of consistent and relevant service initiatives within a non-curricular platform.
17. Adhere to seminary standards of professionalism, confidentiality, and integrity.
18. Other duties as requested.

Minimum Qualifications:

- Master of Divinity (MDiv) or equivalent, or master's degree in higher education administration
- Demonstrated experience in leadership development
- Excellent interpersonal skills
- Proficiency with Microsoft Office/Outlook 365

Knowledge/Skills/Abilities:

- Demonstrated ability to maintain strict confidentiality
- Strong interpersonal, writing, and speaking skills
- Demonstrated ability to interact with a wide variety of individuals
- Sensibility for hospitality and attention to detail
- Ability to prioritize effectively, manage, and accomplish simultaneous goals
- Ability to work well under time constraints in a pressure environment
- Ability to exercise tact and discretion
- Detail-oriented
- Strong organizational skills

Classification:

- Full-time
- Exempt
- Telework Eligible

APPLICATION PROCESS: To apply, please submit your cover letter, resume, and three professional references with contact information to searchteamsfcc@ctsnet.edu. Applications accepted through July 17, 2026.

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Work is performed in an office environment.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

Columbia Theological Seminary is an educational institution of the Presbyterian Church (USA), and a community of theological inquiry and formation committed to diversity, equity, and inclusion in the service of the Church of Jesus Christ. Established in the Reformed tradition, we embody an ecumenical spirit and welcome people of all denominational backgrounds.

Consistent with the Seminary's Core Values and as a seminary affiliated with the Presbyterian Church (USA), Columbia Theological Seminary affirms its commitment to promoting the goals of fairness and equity in all aspects of its theological and educational enterprise. Through federal, state, and local law and Seminary policy, the Seminary prohibits harassment of or discrimination against any person based upon sex, pregnancy, sexual orientation, gender identity, race, religion, nationality, socio-economic status, personal appearance, color, political affiliation, religion, creed, ethnicity, national origin, citizenship status, physical or mental ability, age, marital status, family responsibilities, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category.