

DIRECTOR FOR ACADEMIC ADMINISTRATION
POSITION DESCRIPTION

General Description:

The Director for Academic Administration supports the effective administration of the Office of Academic Affairs. The Director reports to the Associate Dean for Academic Programs.

Essential Functions:

1. Annually update and maintain the Columbia Seminary Academic Catalog.
2. Address student-facing academic matters, including transfer credit/advanced standing audits, student learning accommodations, assignment extensions, honor code violations, course evaluations, course withdrawals, certificate tracking, degree program reclassifications, extensions, or withdrawals.
3. Alongside the Registrar, facilitate and track the accuracy of student records.
4. Serve as academic advisor for designated students.
5. Serve as Columbia's liaison to Association of Theological Schools (ATS) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
6. Maintain relationships with and report the Seminary's vital statistics to IPEDS, ATS, SACSCOC, Atlanta Regional Council for Higher Education (ARCHE), the Presbyterian Church (USA), and other bodies.
7. Serve on committees, as assigned, including admissions committees.
8. Participate in faculty meetings with voice but not vote.
9. Serve as a Designated School Officer for the Student and Exchange Visitor Information System (SEVIS).
10. Adhere to seminary standards of professionalism, confidentiality, and integrity.
11. Other duties as requested.

Minimum Qualifications:

- Master's degree in religion, theology, or allied discipline
- PhD/ThD in a theological discipline or allied field, EdD, DMin, or DEdMin
- Experience in academic administration, especially in a theological setting

Knowledge/Skills/Abilities:

- Excellent organizational, communication, and interpersonal skills
- Ability to work collegially in an institutional setting
- Capacity to interpret data clearly for different constituencies

Classification:

- Full-time
- Exempt
- Telework eligible

APPLICATION PROCESS: To apply, please submit your cover letter, resume, and three professional references with contact information to searchteambusofc@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 employees perform within this classification. It is not intended 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 equity, diversity, 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 ("Seminary" or "CTS") 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.