

Position: Associate Director (Internship Program)

Please apply online at:

<https://smu.taleo.net/careersection/ex/jobdetail.ftl?job=PER00000018&tz=GMT-06%3A00>

Anticipated start date of July 1, 2018.

Perkins School of Theology seeks an Associate Director to manage, supervise, evaluate interns for the Master of Divinity and Master of Arts in Ministry degree programs. These degree programs require successful completion of the Perkins internship. This job is essential to the theological curriculum as it seeks to form persons for ministry and community leadership.

The primary mission of Perkins School of Theology, to prepare women and men for faithful leadership in Christian ministry, precisely defines the mission of the Perkins Intern Program. In the Perkins Internship, students integrate the knowledge and theological reflection disciplines learned in the classroom with the practical demands of providing faithful leadership within a congregation or agency.

The Perkins Intern Program is widely recognized as an exemplary program in preparing persons for effective Christian ministry. The three full-time Intern Faculty members are committed to working with each Master of Divinity and Master of Arts in Ministry student to provide an internship that maximizes learning opportunities within a hands-on ministerial experience.

**Essential Functions:**

- Placing of interns in churches or institutions in variety of contexts
- Training and working with lay teaching committees in each ministry setting
- Selecting, training, and working with mentor pastors/mentors (on-site supervisors)
- Selecting and working with consultants
- Leading required internship seminars
- Evaluating, in cooperation with lay teaching committees and mentor pastors, the work and learning of interns

- Participate in regular meetings to discuss supervisory, placement, and administrative concerns
- Position requires evening hours during orientation sessions and evaluation sessions, as well as occasional travel

**Education and Experience:**

Master of Divinity is required. Doctor of Ministry is preferred.

A minimum of five years of work experience is required. Experience providing supervision for growth in church leadership; teaching theological reflection; work with diversity in matters of culture, class, ethnicity, gender and theology; experience in community ministry are also required.

Ordination is highly desirable. Membership in The United Methodist Church or other Methodist denomination is preferred. Familiarity with the African American church tradition is desirable

**Knowledge, Skills and Abilities:**

Candidate must demonstrate strong verbal and interpersonal communication skills, as well as the ability to establish and maintain effective working relationships with a wide range of constituencies in a diverse community. Must also demonstrate the ability to communicate effectively in writing. A strong customer service orientation is essential.

Candidate must possess strong time management, organizational and planning skills with the ability to prioritize and manage multiple tasks concurrently. Must also possess strong project management skills. A strong focus on attention to detail is essential.

Candidate must have a strong working knowledge of computers and MS Office. Knowledge of the Southwest and its ethnic groups is preferred. Knowledge of other denominational/non-denominational groups is desirable.

**Physical/Environmental Demands:**

- Sit for long periods of time

**Deadline to Apply:**

The position is open until filled.

SMU will not discriminate in any program or activity on the basis of race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, or gender identity and expression. The Executive Director for Access and Equity/Title IX Coordinator is designated to handle inquiries regarding nondiscrimination policies and may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, [accessequity@smu.edu](mailto:accessequity@smu.edu).