



## **IMMEDIATE JOB OPENING**

Biblical Theological Seminary (BTS) is looking for a gifted leader and counselor to direct their Graduate School of Counseling (GSOC).

### **Position Overview**

The director of the GSOC will oversee the Master of Arts in Counseling (MAC) program as well as other certificate programs, teach counseling courses, supervise staff and faculty within the GSOC, and serve as a member of the BTS faculty.

### **Institution Information**

BTS is a graduate institution located in the greater metropolitan area of Philadelphia, Pennsylvania offering a variety of degrees training students for diverse types of ministry: Master of Arts, Master of Divinity, Master of Theology, Doctor of Ministry. The GSOC houses our Master of Arts in Counseling (MAC) program, our Certificate in Christian Counseling (CCC), our Certificate in Advanced Professional Counseling (CAPC), and the Global Trauma Recovery Institute (GTRI). The MAC program is cohort-based and has both a two-year non-licensure track and a three-year licensure track. Our goal is to prepare Christian counselors for professional and non-professional ministry who love people in all their God-given diversity, who engage science and culture with wisdom and discernment, and who skillfully apply the grace and truth of the Gospel first to their own lives and then to their counselees.

### **Qualifications**

- 1) A PhD in psychology or counseling.
- 2) Mental health licensure, practicing at least one day per week.
- 3) At least five years teaching experience in a higher educational setting.
- 4) Excellent communication and interpersonal skills, and an ability to work well with others in a team setting.
- 5) An ability to lead in developing a curriculum able to reach diverse populations.
- 6) Strong administrative and organizational gifts.
- 7) A commitment to Christ and a desire to help the Seminary achieve its mission of preparing missional leaders for the church.

### **Responsibilities**

- 1) Oversee and manage all aspects of the GSOC; its staff, its various programs and functions, and its various curricular offerings.
- 2) Manage department budget.
- 3) Work with the Dean to manage and oversee counseling faculty (including adjunct faculty).
- 4) Intervene as necessary to address student issues and/or resolve concerns or needs.
- 5) Chair the GSOC Committee.
- 6) Supervise department assistants and assistant director(s).
- 7) Ensure fulfillment of all NBCC CE status requirements and all accreditation requirements.
- 8) Assist admissions in recruitment and tracking of prospective and current students.
- 9) Member of the resident teaching faculty with a 4-5 course teaching load.

This is a full-time position with benefits.

By November 1, 2017, applicants should mail, fax, or e-mail the following:

- Cover letter expressing your interest and fit for this position
- Curriculum vitae (CV)
- Three letters of recommendation

To:

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