



The
EPISCOPAL CHURCH *in*
CENTRAL PENNSYLVANIA

FOR IMMEDIATE RELEASE
JOB OPENING

Associate Dean, The Dean T. Stevenson School for Ministry

Supervisor: Interim Dean, The Rev. Luke Zerra, Ph.D.

The Stevenson School for Ministry (hosted by the Diocese of Central Pennsylvania) is seeking a person to fill the position of Associate Dean. The position is part-time (estimated at 12-18 hours per week after initial training). The position is compensated on an hourly basis. The position may be fulfilled remotely, with some occasional travel to the Diocesan offices, diocesan events, and to diocesan conventions in SSFM's partner dioceses.

As the Diocese of Central Pennsylvania and The Diocese of Bethlehem work towards their reunification of the Diocese of The Susquehanna (effective Jan 1, 2026) this is an initial two-year position with possible continuation following reunification.

The specific work of this position will be largely online and include:

- **Interim Dean Support**
 - Regularly meets with Interim Dean to coordinate tasks and responsibilities
 - Provide editorial, technological, and process support for the Interim Dean
 - Monitors ssfm@diocesecpa.org email account, regularly responds to inquiries, or forwards to Interim Dean when appropriate.
- **Vocational Courses and Student Support:**
 - Assist/train students for the best use of Populi, Zoom, and other tools utilized by SSFM
 - Assist in updating the student handbook, website, and Populi course pages
 - Upload course recordings weekly to Populi
 - Develop detailed registration communication and reports.
 - Develop course evaluations at end of term
 - Update student advising documents for certificate progress.
 - If needed, with the Interim Dean, host a student information Zoom session before the start of the term.

- **Instructor Support**
 - Support instructors with their questions on Populi, Zoom, and other learning management systems.
 - Use the Populi dashboard, discussion boards, groups, etc., to communicate with instructors and students.
 - Assist in updating the faculty handbook
 - Collect course information and populate it on course sites before the term begins to support instructors.
 - Develop and maintain the course, student, and instructor evaluation systems.
- **Outreach:**
 - Develop promotional materials for SSFM courses, programs, and offerings
 - Regularly maintain the SSFM website and Eventbrite page
 - Share SSFM offerings with Dioceses, ENS, and other avenues
 - As needed, meet with prospective students
 - As needed, represent SSFM at diocesan conventions.

Skills: Proficient in Google products (Google Drive, Gmail, Sheets, Docs, etc.) and Zoom. Proficiency and experience with WordPress, Populi, and Eventbrite are preferred; training will be provided.

Please indicate your interest by Friday, Dec. 13th to Bishop Audrey Scanlan and Interim Dean Zerra through the bishop's Executive Secretary, Nichol Free:
nfree@diocesecpa.org