

Position Description

Associate Director, Overseas Ministries Study Center

About OMSC

The mission of the [Overseas Ministries Study Center at Princeton Theological Seminary](#) (OMSC@PTS) is to amplify the voices of the world Christian movement by supporting and promoting scholars and artists from Asia, Africa, Latin America, Oceania, and diaspora communities. Founded in Ventnor, New Jersey, in 1922, OMSC@PTS serves as the hub for World Christianity scholars through residential study programs, public lectures, research grants, online curriculum, and the highest circulating peer-reviewed journal in the field, the *International Bulletin of Mission Research*.

Job Purpose

Reporting to the Director of the Overseas Ministries Study Center, Associate Director manages day to day operation of the Center and assists the Director in strategic leadership, program development and execution, staff management, and collaboration within and beyond the seminary.

Essential Functions

Residential Study Program (30%)

- Facilitate pathways and platforms for Resident Scholars to share their scholarship and become valued members of the PTS community in collaboration with academic affairs, student services, chapel, events and services, and other seminary offices.
- Design and administer the OMSC Residential Study Program seminar series, inviting academic leaders to share their research in dialogue with our Resident Scholars and online audience.
- Oversee the scheduling and day-to-day operation of the Residential Study Program (seminars, lectures, special events, retreats, etc) and assist the Director in monitoring, evaluating, and improving the effectiveness of the program.

Online Curriculum (30%)

- Design new World Christianity courses and lead a credit-bearing online certificate program which will launch later. Administer, teach, and evaluate the program.
- Oversee, with the part-time *Digital Learning Design Specialist*, the development, monitoring, evaluation, and distribution of On-Demand Learning.
- Work with part-time *Managing Editor* of *The Occasional*, OMSC's blog and emerging digital platform, to recruit, curate, and publish posts and other resources.
- Advance publicity and social media for all OMSC's related events and programs as well as with International Scholar Program Coordinator to manage website and produce e-newsletters.

Associate Editor for the *International Bulletin of Mission Research* (20%)

- Serve as Associate Editor for the *IBMR*, working closely with the Editors (Soojin Chung, Kyama Mugambi, Deanna Womack) in all matters of the *IBMR*'s publication including recruitment, peer-review, editorial management, budgeting, and overall direction and vision.
- Oversee and work with Book Review Editor for the *IBMR*. Assist in choosing books to be reviewed, recruiting reviewers, preparing the "Ten Outstanding Books in Mission Studies, World Christianity, and Intercultural Theology."

Other Scholarly Initiatives (10%)

- Assist recruiting and selection of Lamin Sanneh Research Grant winners and provide support for publicizing their research and strengthening their network including composing the selection committee each year.

Personal Research and Development (10%)

- Promote OMSC@PTS at various academic conferences.
- Academic research and teaching related to World Christianity or related fields.

Qualifications

- Ph.D. in World Christianity or related fields (Master's degree will be considered for *Assistant Director* position)
- 3+ years of experience in higher education.
- Ability to work independently, initiate projects, prioritize, attend to multiple tasks simultaneously, and meet deadlines.
- Excellent communication and interpersonal skills.
- Excellent teaching and public speaking skills.

Salary Range

- Associate Director (Ph.D. level): \$70,000-75,000
- Assistant Director (Master's level): \$65,000-70,000

For full consideration, a letter of interest, curriculum vitae, and names and contact information of two recommenders should be sent by **February 2, 2026**: recruit.omsc@ptsem.edu