

# ***OBLATE SERVICE CORPORATION***

## ***Oblate School of Theology***

285 Oblate Drive San Antonio, TX 78216  
Ph: (210) 341-1366 Web Site: [www.ost.edu](http://www.ost.edu)

### **JOB OPENING**

The Oblate Service Corporation is seeking applicants for **DIRECTOR OF CONTINUING EDUCATION** position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together diverse cultures, OST educates for mission.

**POSITION:** ***DIRECTOR OF CONTINUING EDUCATION***

**POSITION STATUS:** Full-Time, Exempt

**SUMMARY:** The Director of Continuing Education is responsible for the overseeing of the design, development, implementation, and evaluation of the Continuing Education (CE) offerings to meet the learning needs identified by the school and the program.

**Solicits input from the faculty for the development of offerings and programs which will reach out to the public to meet their needs for ongoing theological and spiritual development. Develops a suitable response to requests from outside for special offerings or programs for continuing education of clergy, religious, and laity, i.e., special summer programs. Maintains contact with diocesan and religious Continuing Education directors, the Diocesan Religious Education offices, and other diocesan agencies and organizations. Develops promotional and advertising materials in collaboration with Marketing. Participates fully in the school's on-going evaluation process so that the Continuing Education offerings contribute to the overall institutional effectiveness of the school. Is responsible for and oversees all activities in the Continuing Education department. Delegates and directs work to the Continuing Education Coordinator and Associate Registrar.**

**WORK HOURS:** 40-hour work week with occasional evenings and weekends, as needed.

**EDUCATION/SKILLS:** College degree required with a degree in Education with Theological Studies, preferred. Master's Degree, preferred. Post-secondary college experience preferred.

- + years' experience in developing continuing education courses and programs, required. 2 + years of management experience required. Excellent listening, verbal, writing communication and people skills required. Bilingual Spanish-English written and oral skills, required. Proficiency and skill in the use of integrated software systems and Microsoft applications required. Strong organizational skills required. Manage sensitive information with the highest degree of integrity and confidentiality, required. Strong multi-tasking and time-management skills required. Able to operate standard office equipment, required. Knowledge of Catholic Faith tradition, function, and common practices, required.

**JOB CLOSING DATE:** Until Filled

**Qualified candidates should Visit [www.ost.edu](http://www.ost.edu) to apply under the CAREER OPPORTUNITIES section.**

***Employee referrals are welcomed***

***Oblate Service Corporation and its affiliates are an Equal Opportunity Employer***