



**ST. BERNARD'S**  
SCHOOL OF THEOLOGY  
AND MINISTRY

**Administration/Faculty Search**  
*Director of St. Bernard's Albany Campus*  
*and*  
*Assistant Professor of Theology or Philosophy*

Saint Bernard's School of Theology and Ministry, a Roman Catholic graduate school, is advertising for a full-time, combined administrative and faculty position. The School requests applications for the administrative position of Director of St. Bernard's Albany Campus and faculty position in Theology or Philosophy with the rank of Assistant Professor. This combined position is based in Albany, NY and the start date is Fall 2020. The initial faculty contract is for two years, with possibility of renewal or conversion to a tenure track position.

The objectives and responsibilities of the Director of St. Bernard's Albany Campus are as follows:

- ❖ Objectives:
  - To oversee the overall day-to-day and long-term operations of St. Bernard's Albany Campus;
  - To collaborate with all offices at St. Bernard's Main Campus to ensure unity of strategy and policy;
  - To complete administrative, academic, and recruitment responsibilities pursuant to St. Bernard's Albany Campus.
- ❖ Responsibilities (summary)
  - The Director will be chiefly responsible for the ongoing *administrative* operations and long-term success of St. Bernard's Albany Campus, under the direct supervision of the President;
  - The Director will be chiefly responsible for the implementation of *academic* programs and policies at St. Bernard's Albany Campus, under the direct supervision of the Academic Dean;
  - The Director will be chiefly responsible for the ongoing operation and long-term success of *recruitment* at St. Bernard's Albany Campus in collaboration with the Director of Admissions and Financial Aid.

❖ Positions Supervised:

- Campus Manager (full-time)
- Administrative Assistant to the Director (part-time)

As a combined administrative and faculty position, the successful applicant will hold a degree (Ph.D. or S.T.D. preferred, ABD or S.T.L. considered) in Theology or Philosophy. We stand in need of primary or secondary competencies in the following areas: (a) Theology – historical theology, pastoral theology, catechesis/the new evangelization; (b) Philosophy – a generalist trained in and adhering to the Augustinian and Thomistic traditions privileged by the Catholic philosophical tradition. The successful candidate will teach a series of courses in the School’s graduate programs, including several that play a key role in Diaconate and Pre-Seminary formation programs. A record of successful undergraduate or graduate teaching and scholarly activity is expected. Duties include a 3/3 course load (some courses to be delivered via hybrid/online educational contexts, and one course release for role as Director), continued professional and scholarly development, advisement, and active service to the School and its mission.

St. Bernard’s encourages applications from those who are able to commit to the School’s mission to educate and assist women and men in academic, ministerial, pastoral, and spiritual formation in accord with *Ex Corde Ecclesiae*. A close knowledge of *The National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States*, and *Program for Priestly Formation* is expected for the candidate’s service to the Diaconate and Pre-Seminary formation programs. The successful candidate will be expected to petition the local bishop for the *mandatum*. Women and candidates from historically underrepresented communities are encouraged to apply.

Candidates should submit a cover letter, curriculum vitae, teaching philosophy, evidence of teaching excellence, an example of scholarly writing, and three professional references to [facultysearch@stbernards.edu](mailto:facultysearch@stbernards.edu) (PDF format required). Review of applications will begin the first week of August and continue until the position is filled.

Saint Bernard’s School of Theology and Ministry, located in Rochester, New York, with extension sites in the Diocese of Albany, the Diocese of Buffalo, and the Diocese of Syracuse, is a Roman Catholic graduate and professional school, educating and assisting women and men in academic, ministerial, interpersonal, and spiritual formation for the purpose of serving the Church through various forms of ministry, for theological scholarship, and for Christian service in society. Saint Bernard’s operates under the original charter of the New York State Department of Education. Accredited by the Association of Theological Schools in the US and Canada, Saint Bernard’s offers the Master of Arts in Pastoral Studies, the Master of Arts (Theological Studies), the Master of Divinity (M.Div.) in Theological Professions, the Master of Arts (Catholic Philosophy), and the Advanced Certificate in Pastoral Studies. For more information about the institution, please visit <http://www.stbernards.edu/>.

*Saint Bernard’s School of Theology and Ministry assumes a Ministerial Exception.*