Lexington Theological Seminary

**CHIEF FINANCIAL OFFICER**

Business Office
  - Accounting
  - Investment Records
  - Payables/Payroll
  - Purchasing/Receiving
  - Accounts Receivable
  - Budget Control
  - Inventory
  - Business Computer Operations
  - Clerical Staff Personnel

Director of Human Resources
  - Title IX Deputy Coordinator

Physical Plant
  - Snow Captain

Financial Aid
  - Student Accounting

**VICE PRESIDENT OF ACADEMIC AFFAIRS AND DEAN**

Faculty Supervision, Support and Evaluation
Educational Programs – Degreed and Non-Degreed
Student Services and Registrar
Student Admission -- Faculty
Field Education and Mentor Program
Bosworth Memorial Library
Instructional Designer/Education Technologist
Student Writing Skills
Continuing Education and D.Min. Program
Assessment, Accreditation, and Licensing
Title IX Coordinator

**VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT**

Development
  - Annual Giving
  - Church and Congregational
  - Private
  - Endowment
  - Capital Funds
  - Planned Giving

Gift Records/Research
  - Constituent Records
  - Event Management
  - Public and Church Relations
  - Alumni Affairs Relations

Foundation
  - Constituent Communications
  - Donor Records
  - Donor Communications

Corporate

**DIRECTOR OF ADMISSION**

Student Recruiting
  - Inquiry Tracking
  - Counseling/Advising/Discernment with Students
  - Admissions Committees (Masters and Doctoral Levels)
  - Student Enrollment

Marketing
  - Selecting Advertising Locations
  - Negotiating Contracts
  - Ordering Copy

Reporting
  - Data Tracking New Students

Travel
  - Regional Assemblies
  - General Unit Events
  - Ecumenical Gatherings
  - Alumni and Clergy Relationships