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
  Event Management
  Public and Church Relations
  Alumni Affairs Relations

Foundation
  Corporate

Constituent Records
  Constituent Communication
  Donor Records
  Donor Communications

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