Director of Seminary Admissions

**POSITION DESCRIPTION**

*SALARIED STAFF APPOINTMENT*

This position provides overall direction for the seminary admissions process. The position is directly responsible for communication to prospective students, coordinates campus visits, and organizes and/or participates in recruiting events for seminary programs.

Other duties include, but are not limited to producing status reports, managing office procedures, identifying budget needs and managing that budget. Responsible for planning, organizing, and implementing procedures to enhance admissions, enrollment verification, and communication with applicants. Serves as the point-of-contact for applicants and prospective students.

When available, this person will supervise work-studies and GAs appointed to seminary admissions. Some travel is expected of this position. And, although primary 8-5 working hours, there will be times when there are evenings and weekend activities to be covered.

*AREAS OF RESPONSIBILITY*

1. Oversee recruitment, admissions, and nurturing of prospective students through all aspects of the admission process to matriculation in any of these programs: CLP certificate courses, all master-level degrees, and Doctor of Ministry degree.
	1. Establish and maintain effective relationships with prospective students, current students, faculty, staff, and administrators.
		1. Monitor and respond promptly to emails and phone messages
		2. Serve as primary liaison with GradCAS on behalf of the seminary.
	2. Oversee the creation and maintenance of applicant files in print and electronic form.
		1. Review applications through GradCAS.
		2. Send completed applications to appropriate faculty for review and approval.
		3. Create student records in Jenzabar.
		4. Review and oversee applications to the CLP certificate program in Access.
	3. Collaborate with the Coordinator of Seminary Student Life, the Director of Seminary Vocation, and the Director of Seminary Technology and Communications to allow for a smooth matriculation process.
2. Identify and contact denominational and other ministry-based organizations that offer strong contexts for recruiting.
	1. Travel for recruiting, but also,
	2. Coordinate recruiting efforts by students, alums, faculty and others.
3. Cooperate with the Director of Graduate Studies Marketing and Admissions to ensure branding and freshness of marketing and social media efforts.
4. Collect, analyze, and present data relevant to the admissions process to the dean and the seminary faculty-staff.
	1. Serve on the seminary faculty-staff council.
	2. Attend regular seminary staff meetings.
5. Be able to articulate broad knowledge of the seminary’s degree and certificate programs, including knowledge of
	1. particular faculty responsibilities,
	2. denominational requirements/expectations (esp. PCUSA and UMC),
	3. the seminary’s distinctive mission and culture, and
	4. the admissions/degree program standards laid out by the Association of Theological Schools.

*QUALIFICATIONS*

* Prior experience in admissions work
* Ability to articulate a commitment to the mission of the seminary
* Masters degree in the field of theology preferred

*REQUIRED or DESIRED SKILLS*

* Proven leadership abilities
* Excellence in written and oral communication skills
* Event planning
* Highly personable, enjoys people and wants to encourage
* Good sense of humor
* Proven abilities in developing and executing projects