



JOB DESCRIPTION

Director of Admissions for Charlotte

PURPOSE:

The Director is responsible for the recruitment efforts for all core degree programs for the Charlotte Campus, and the DMIN degree for both campuses. The Director plans and coordinates the institution's efforts to communicate and interpret its academic programs, community life, and student support services both to prospective students and to others whom the institution may work with in identifying and inviting people who show promise for, and interest in, church and/or ministry leadership.

SUPERVISION:

The Director is a member of the Department of Community Life working in close relation to and in collaboration with the Director on the Richmond Campus. The Director reports directly to the VP/Dean of Students in Charlotte and secondarily to the VP of Community Life in Richmond.

RESPONSIBILITIES:

The Charlotte Director is the seminary's primary recruiting agent for the Charlotte campus. The Director's primary task will be the introduction of the Seminary to prospective students. One of the Director's main responsibilities will be travel to churches, colleges, universities, religious organizations, denominational gatherings, conferences and other institutions and agencies to introduce the school and encourage persons interested in theological education to apply. It is expected that the Director will be engaged in some form of travel 50% or more of his or her time during the peak admissions season in service of this recruitment objective. Another key responsibility is hosting campus visitors during In-person campus days and coordinating individual or virtual visits. During off peak admissions' times, the Director will plan for the upcoming admissions' cycle and travel, while working with the Vice President and the RIC Director to develop and refine the strategic vision for the seminary's admission's program.

DUTIES:

- Plan, coordinate, and conduct recruitment efforts to churches, colleges and universities, presbyteries, related institutions, and events, including personal travel and/or that of alumni/ae and other school representatives.
- Oversee the Days for Discernment (D4D), Virtual Open Houses, and on-campus visits for prospective students.
- Develop and oversee the activities of outreach volunteers including faculty members, campus administrators, currently enrolled students, and alumni/ae.
- Interview and counsel prospective students, applicants and transfer students.
- Resource the Faculty Admissions Committee.

- Communicate with applicants before and after admissions decisions are made by the Admissions Committee, follow up with depositing students and assist in the transfer to Student Services team.
- Attend bi-monthly Charlotte staff meetings, monthly Admissions and Faculty meetings, bi-monthly Community Life meetings, and Board of Trustee meetings.
- Work with the Alumni/ae office to develop and coordinate outreach and follow-up efforts on the part of alumni/ae.
- Work with the Director of Admissions in Richmond and the Office of Communications, to plan and coordinate the development of the seminary's admissions website, social media, advertising, publications, and other related promotional materials.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND COMMITMENTS:

- The person holding this position should be experienced in and committed to theological education and the life of the church and hold a theological degree, preferably one from Union Presbyterian Seminary's Charlotte campus.
- The successful candidate should have strong communication skills, both interpersonal and written and be computer literate and willing to become familiar with the institution's computer system and database management applications.
- The person should be creative in his or her approach to tasks and have organizational ability and discipline to follow through with plans. S/he will be able to relate to faculty, staff, prospective students, family members and church constituents.
- The person should have an enthusiastic outlook and be willing to represent, promote, and interpret Union Presbyterian Seminary and its program to prospective students, local congregations, presbyteries, other church judicatories, colleges, and other events. S/he must be willing to travel and should enjoy meeting people and developing new relationships.

WORKING CONDITIONS AND BENEFITS:

Charlotte campus office environment

Frequent travel and weekend work required. The Charlotte campus is open Tuesday-Saturday.

WAGE AND HOURS STATUS:

Administrative exempt position (employee is not eligible for overtime compensation)