



## **JOB DESCRIPTION**

# **Director of Admissions**

### **PURPOSE:**

The Director of Admissions is responsible for the recruitment efforts for all core degree programs for the Richmond campus. 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 individuals who show promise for, and interest in, church and/or ministry leadership.

### **SUPERVISION:**

The Director of Admissions is a member of the Department of Community Life working in close relation to and in collaboration with the Director on the Charlotte Campus. The Director reports to the Vice President for Community Life in Richmond.

### **RESPONSIBILITIES:**

The Richmond Director is the seminary's primary recruitment agent for the Richmond campus. The Director's primary task will be the introduction of the seminary to prospective students. This includes both domestic and international students. One of the Director's 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 the time during the peak admissions' season in service of this recruitment objective. The Director in Richmond will work with the Director in Charlotte to plan for the upcoming admissions cycle and travel. The Directors will work with the Vice President for Community Life to develop and refine the strategic vision for the seminary's admissions program.

### **DUTIES:**

- Assist the Vice President in the development and formulation of the seminary's annual enrollment objectives.
- Interview and counsel prospective new students and transfer students.
- Plan, coordinate, and conduct recruitment efforts at colleges and universities, churches, denominational gatherings, conferences, and other events, through both personal travel and the use of alumni/ae and other school representatives.
- Develop and oversee the activities of outreach volunteers including faculty members, campus administrators, currently-enrolled students, and alumni/ae.

- Collaborate with the Director of Global Mission Center to recruit, counsel, and interview international applicants.
- Work with the Alumni/ae Office to develop and coordinate outreach efforts through alumni/ae.
- Work closely with the administrative assistant, arrange and oversee on-campus visits for prospective students.
- Supervise student assistant who assists with campus visits, maintaining the admissions suite for campus visitors, and travel preparation.
- Communicate with applicants before and after admissions decisions are made and notify incoming students of scholarships offered by the seminary, if applicable.
- Work with the Vice President and the Office of Communication, plan and coordinate the development of the seminary's admissions' print and digital media presence.
- Work with the Office of Communications and the Director in Charlotte, to plan and coordinate the development of the seminary's admissions' website, social media, advertising, publications and other related promotional materials.
- Attend Community Life Office meetings, Committee on Student Life and Vocation meetings, Faculty meetings, and Board of Trustees meetings.
- Maintain relationships with the Directors of sister PC (USA) seminaries.
- Perform other duties as assigned by management.

**KNOWLEDGE, SKILLS, AND COMMITMENTS:**

The person holding this position should be experienced in and committed to theological education and the life of the church. The person should hold a theological degree, preferably one from Union Presbyterian Seminary. The person should have strong communication skills, both interpersonal and written. Previous sales experience would be welcome. The successful candidate must 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. They 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 programs to prospective students, local congregations, presbyteries, other church judicatories, colleges, and others. They must be willing to travel and should enjoy meeting people and developing new relationships.

**WORKING CONDITIONS AND BENEFITS:**

Richmond campus office environment  
 Frequent travel and weekend work required  
 Full-time position with administrative staff benefits

**WAGE AND HOURS STATUS:**

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

May 25, 2023