



JOB DESCRIPTION

Director of Admissions

PURPOSE:

The Director of Admissions is responsible for the recruitment efforts for all degree programs. 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 leadership.

SUPERVISION:

The Director of Admissions is a member of the Department of Community Life. The Director reports directly to the Vice President for Student Life and Dean of Students.

RESPONSIBILITIES:

The Director of Admissions is the seminary's primary recruitment officer. The Director's primary task will be the introduction of the seminary to prospective students. One of the Director's responsibilities will be travel to churches, colleges, universities, religious organizations, 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. During off peak admissions' times, the Director will plan for the upcoming admissions' cycle and travel, while working with the Vice President to develop and refine the strategic vision for the seminary's admission's program.

DUTIES:

- Assist the Vice President in the development and formulation of the seminary's annual enrollment objectives.
- Plan, coordinate, and conduct recruitment efforts at colleges and universities, churches, presbytery meetings, and other events, through both personal travel and the use of alumni/ae and other school representatives.
- Work with the Alumni/ae office to develop and coordinate outreach and follow-up efforts on the part of alumni/ae.
- Interview and counsel prospective new students and transfer students.
- Develop and oversee the activities of outreach volunteers including faculty members, campus administrators, currently-enrolled students, and alumni/ae.

- Communicate with applicants before and after admissions decisions are made by the Admissions Committee and notify incoming student of Merit and Promise for Parish Ministry scholarships, if applicable.
- Working closely with the administrative assistant, arrange and oversee on-campus visits for prospective students.
- Collaborate with the Associate Director of Admissions for the Charlotte campus.
- Working with the Vice President and the Office of Communication, plan and coordinate the development of the seminary's admissions' print and digital media presence.
- Participate in the Enrollment Management Committee and the Committee on Student Life and Vocation, and as an active member of the Community Life office.
- 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. 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 programs to prospective students, local congregations, presbyteries, other church judicatories, colleges, and others. S/he 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)

August 30, 2019