

AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Recruitment Associate
DEPARTMENT: Admissions
REPORTS TO: Vice President for Enrollment Management
FLSA STATUS: Exempt
DIRECT REPORTS: None

SUMMARY: The Recruitment Associate will contribute to the overall recruitment efforts for the Office of Enrollment Management. Responsibilities include planning and implementing activities for attracting and matriculating new students. The Associate will recruit applicants for degree programs by developing relationships with our historic regional constituencies (Synod of the Sun, Rio Texas Conference, etc.), by developing new ecclesial relationships with other denominational entities and congregations, and by seeking to engage adults in vocational discernment with the goal toward developing future pastoral leadership for the church. They will be responsible for participating in all aspects of the recruitment of students for master's-level degree and certificate programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain knowledge in all programs offered, understand admissions procedures and policies.
- Build, maintain and manage a recruitment network and portfolio inside and outside of target areas of the US for primarily PC(USA) and UMC candidates for admission.
- Explain admission requirements and enrollment procedures to interested students, provide campus tours, maintain follow-up contacts, and provide campus resources as needed.
- Plan and execute visits to churches, colleges, campus ministries, and denominational events regionally and around the country.
- Coordinates and participates in APTS campus visits for the Ecclesial portfolio and others as needed.
- Participate in the activities of all on-campus Discovery Weekends
- Greet visitors and conduct initial inquiry interviews with prospective applicants with the primary goal of converting inquirers to applicants.
- Utilize social media tools for the purposes of recruitment.
- Design and implement multiple digital communications resources for the Admissions office.
- Collaboratively consult with seminary leadership to plan and implement recruitment strategies.
- Proficiently utilize the Student Information System.
- Review enrollment objectives annually with the VP for Enrollment Management.
- Ability to manage multiple deadlines, projects, and priorities with attention to detail and exceptional accuracy; show excellent judgement, including sensitivity to personal and confidential information.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- **Education:** Master's degree in theological education.
- **Experience/Knowledge/Skills:** 1-3 years of demonstrated relevant experience.
- **Ability to:** Ability to travel. Ability to work beyond normal office hours and/or work on weekends. Ability to implement a recruitment plan and demonstrate commitment to diversity.

- **Certifications/Training:** None.
- **Other Requirements:** A demonstrated understanding of the importance of building and maintaining open communication with seminary partners, school administrators, and community stakeholders is required. A working knowledge of marketing principles, best practices, and techniques relevant to student recruitment is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

PREFERRED EDUCATION / SKILLS / EXPERIENCE

- Experience or knowledge of various ecclesial traditions.
- Recruitment experience
- Strong oral and written communication skills
- Strong interpersonal skills
- Strong working knowledge of computers/software, including Microsoft 365 (Teams, Word, Excel, SharePoint), Database systems and digital communications.
- Cross-cultural competency
- Proficiency in Spanish preferred
- Ability to use discretion and maintain confidentiality
- Ability to organize and prioritize work
- Exhibit flexibility to the ability to adapt to ongoing change

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and is occasionally required to stand, walk, reach using hands and arms, and lift light boxes of up to 5 pounds.

Disclaimer: The statements herein are intended to describe the general nature and level of work being performed by the incumbent in this position and assist in evaluating this job fairly and equitably. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. Management may change the duties and responsibilities at their sole discretion and may request the employee perform duties not listed on the job description. This job description is not a “contract” between the incumbent and the employer.

Employee: _____

Date:

Supervisor: _____

Date:

Human Resources: _____

Date: