



<b>Job Title:</b>	Admissions Recruiter (Hybrid)
<b>FLSA Status:</b>	Full-time Exempt

### Job Summary

The Admissions Recruiter/Associate will contribute to the overall recruitment efforts of the Office of Enrollment Management for attracting and matriculating new students for master's-level degree and certificate programs. They are responsible for recruiting applicants by developing relationships with our historic regional constituencies, developing new ecclesial relationships with other denominational entities and congregations, and engaging adults in vocational discernment. This position reports to the Dean of Enrollment.

### Essential Function and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Maintain knowledge of all degrees and programs offered as well as admissions procedures and policies.
- Build, maintain, and manage the digital portfolio of prospective and incoming students within the student information system (SIS) and customer relationship management (CRM).
- Explain admission requirements and enrollment procedures to prospective 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.
- Plan, manage, and participate in the activities of all Discovery Weekend and similar events.
- Support the Dean of Enrollment within the International Student and Scholars Services (ISSS) and SEVIS work of the Enrollment Office.
- Continually review enrollment objectives with the Dean of Enrollment.
- Manage multiple deadlines, projects, and priorities with exceptional attention to detail and accuracy.
- Show excellent judgment, including sensitivity to personal and confidential information.
- Ability to travel 40%
- Other duties as assigned.

*This job description is intended as a general guideline. Additional duties, qualifications, competencies, training, etc. may be required. The use of this document does not express or imply an employment contract.*



## Recommended Minimum Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Preferred Qualifications

<b>Education:</b>	Bachelor's degree; Master's degree preferred.
<b>Recruitment Experience:</b>	1-3 years of higher education experience as a recruiter or work in a graduate-level admission office
<b>Travel:</b>	Valid drivers license required. Ability to work beyond normal office hours and/or work weekends, travel multiple times a week, and travel over week-ends and holidays. Ability to fly and drive long distances.

### Special Requirements/Skills

- Experience or knowledge of various ecclesial traditions.
- 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
- Ability to organize and prioritize work
- Exhibit flexibility and adaptability to fluid calendar

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## Physical Demands and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described below are representative of those an employee encounters while performing 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, talk and hear
- Frequently required to stand and walk
- Occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, or crouch
- Occasionally required to lift and/or move up to 10 pounds
- Report to an assigned office or work location regularly, as required
- Occasionally required to attend meetings
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus

## Job Competencies

For placement in this job, individual must demonstrate proficiency for each of the following competencies at the level defined.

- Attendance and Punctuality
- Attention to Detail
- Adaptability
- Communication
- Computer Literacy
- Integrity
- Problem Solving
- Quality Orientation
- Results Orientation
- Stress Tolerance
- Teamwork
- Technical Usage
- Sound judgement

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I acknowledge that I have read and understand the essential job functions, physical and environmental demand requirements.

- I do not need accommodation to perform the essential job functions listed above. I do need accommodation to perform the essential job functions listed above.
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\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

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