



## Job Description

**Title:** Executive Director of Admissions and Student Services

**Position Reports to:** President

**Job Classification:** Full-time, twelve-month, exempt, nontenure track

### Staff Supervision

Director of student development and alumni/ae affairs, admissions counselor, coordinator of student financial services and Title IX compliance, and student workers

### General Description

The Executive Director of Admissions and Student Services is a member of the Administrative Team with responsibility for identifying, recruiting, and retaining a diverse and talented group of students and supervising a team to assist in this priority. S/he will function collegially across the institution, specifically with other student services personnel, and organize the team in a coordinated fashion so as to promote clear communication, clarity of purpose, and strong teamwork.

### Essential Job Functions

- Develops, implements, and annually evaluates a dynamic recruitment and retention strategy for admissions operations consistent with institutional values and mission, using the strategic plan as a guide
- Prioritizes new markets to attract a theologically, ethnically, and internationally diverse student body by attending conferences, workshops, and other relevant events
- Initiates and oversees the creation of materials used to recruit and communicate with prospective students, including items such as ads, brochures, posters, website, newsletters, social media, etc., in collaboration with the Communications Team
- Supervises and works collaboratively with the Department of Admissions and Student Services
- Develops and cultivates relationships with prospective students in conjunction with the admissions counselor
- Develops, maintains, and regularly evaluates the admission procedures and processes in consultation with the department members
- Works collaboratively with pastors, alumni/ae, congregations, denominational leadership, undergraduate school personnel, and other groups to identify prospective students and establish programs for calling, nurturing, and educating leadership
- Encourages activities that enhance student development, build community, and help create a climate of inclusion
- Organizes Bethany's recruitment presence and visibility at [Church of the Brethren](#) events, such as conferences, camps, Ministry Summer Service, and Brethren Volunteer Service events
- Sets a schedule and arranges for annual visits to colleges with a connection to [Church of the Brethren schools](#) and other undergraduate institutions that have values and programs that are consistent with those of the Seminary, so as to develop a network of sending institutions
- Manages the recruitment database and stays in contact with individuals in the database on a regular (at least monthly) basis as outlined in the recruitment strategy
- Oversees maintenance of the admissions website pages, keeping information current and inviting
- Provides the perspective of student recruitment for faculty as they design curriculum and set class schedules

- Supervises the budget development for the Department of Admissions and Student Services
- Assists the director of student development and alumni/ae relations in designing and assessing a student development and retention plan for current students and developing a program for alumni/ae relations
- Provides reports on student recruitment for the Bethany Board of Trustees
- Oversees active participation in the work of the Church of the Brethren Collaboration on Admissions
- Fulfills additional responsibilities as assigned

**Committee Assignment and Attendance**

Administrative Team	Faculty meetings
Bethany Board of Trustees meetings	Communications Team
Church of the Brethren Annual Conference	Admissions Committee
Other committees as assigned	

**Minimum Qualifications**

- Bachelor’s degree required; master’s degree preferred
- Minimum of three to five years of work experience in admissions or enrollment with demonstrated success in the development, implementation, and evaluation of recruitment strategies
- Supervisory experience
- Superior interpersonal communication skills, both oral and written
- Ability to interact with diverse constituencies
- Astute observation of market trends in higher education
- Collaborative leadership style
- Professional experience using social media as a tool for recruitment
- Commitment to and record of exemplary personal and professional integrity
- Affinity for Bethany’s mission and vision

**Work Conditions**

- Normal office setting at Bethany Center in Richmond, Indiana
- Some evening and weekend work
- Significant travel (up to 50 percent of schedule)

**Physical Requirements**

- Must be able to lift twenty-five pounds
- Valid driver’s license

**To apply:** Please send a letter of interest, resume, and contact information for three references to

[president@bethanyseminary.edu](mailto:president@bethanyseminary.edu)

Rev. Dr. Jeff Carter  
 Bethany Theological Seminary  
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 Richmond, IN 47374

Application review will begin November 1, 2016, and will continue until an appointment is made.

Bethany Theological Seminary’s policy prohibits discrimination in employment opportunities or practices with regard to race, gender, age, disability, marital status, sexual orientation, national or ethnic origin, or religion.