



Job Description

Title: Executive Director of Admissions & Student Services

Position Reports to: President

Job Classification: Full-time, 12-month, exempt, non-tenure track

Supervises: Director of Student Development, Recruitment Counselor, Financial Aid Officer/Student Services Coordinator, and student workers

General Description: The Executive Director of Admissions and Student Services is a member of the Administrative/Leadership 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 with other Student Services personnel, holding staff meetings as needed to coordinate the work of the offices.

Essential Job Functions:

Develops, implements and annually evaluates a dynamic recruitment strategy for admissions operations consistent with institutional values and mission, using the strategic plan as a guide.

Prioritizes new markets to attract a theologically- and ethnically- diverse student body, by attending conferences, workshops, and other relevant events.

Develops and cultivates relationships with prospective students.

Develops, maintains, and regularly evaluates the admission procedures and processes in consultation with the Student Services team.

Works collaboratively with pastors, congregations, denominational leadership, undergraduate school personnel and other groups to identify prospective students and establish programs for calling, nurturing, and educating leadership.

Supervises and works collaboratively with the Student Services team.

Encourages activities that enhance student development, builds community, and helps create a climate of inclusion.

Organizes Bethany's 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 the Church of the Brethren 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.

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 Director of Communications.

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 development of departmental budgets for the Student Services area.

Assists the Director of Student Development in designing and assessing a student development and retention plan for current students.

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.

Additional responsibilities as assigned.

Committee Assignment/Attendance:

Administrative/Leadership Team	Faculty Meetings
Bethany Board of Trustees Meetings	Publications Committee
Admissions Committee	Church of the Brethren Annual Conference
Other committees as assigned	

Minimum Qualifications:

Bachelor's degree required; master's degree preferred
Minimum of three-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 observer 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 an understanding of the Church of the Brethren Anabaptist-Pietist tradition

Work Conditions:

Normal office setting
Some evening and weekend work
Significant travel (up to 50% of schedule)

Physical Requirements:

Must be able to lift 25 pounds
Valid driver's license

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

president@bethanyseminary.edu or
Rev. Dr. Jeff Carter
Bethany Theological Seminary
615 National Road West, Richmond, IN 47374

Application review will begin on December 15 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.