



Job Description

Title: Admissions Counselor

Position Reports To: Executive Director of Admissions and Student Services

Job Classification: Half-time, exempt, salary commensurate with qualifications

General Description

The Admissions Counselor will oversee direct contact with potential students to help generate robust enrollment at Bethany Seminary, enacting recruitment strategies as set forth by the interim executive director and the admissions team. This person will engage in face-to-face interactions and needs to be able to demonstrate excitement and enthusiasm in a wide variety of recruitment situations. Responsibilities include making new contacts with prospective students that reflect a growing diversity in the student body, strengthening existing prospective relationships, and inviting persons to attend Bethany by assisting them in discernment from prospective conversations to enrollment. This position requires broad travel within the United States. The office location is negotiable.

Major Responsibilities

- Increase potential student lists through direct and relational contacts
- Engage in proactive recruitment, working from a “go-and-tell” model, initiating connections with new potential students, using social media and electronic communication
- Support admissions' goals toward developing a more multicultural student body
- Assist admissions team with developing new relational pipelines for potential students
- Oversee monthly communication tools, i.e. blog, short video, Christmas mailing, phone calls, etc.
- Connect with college and university campus administrators to increase referrals, i.e. chaplains, career services, humanities, etc.
- Attend and table at various conferences and grad fairs as determined in collaboration with the admissions team, i.e., Church of the Brethren Annual Conference, professional conferences, regional denominational youth events, etc.
- Utilize active listening and discernment skills when in conversation with prospective students
- Participate in the major responsibilities of the application process in conjunction with coordinator of student financial services and director of student development
- Update and use the admissions database as an effective tool for recruitment focus
- Obtain and follow up with mailing lists from events such as Bethany and denominational forums and conferences
- Travel 50 percent of the time; effectively use technology to build relationships in various ways
- Participate in and help plan Seminary Preview Days
- Attend weekly admissions meetings, bringing weekly updates on contacts, applicants, and general numerical information
- Work in collaboration with the admissions team to create a vibrant, proactive recruitment presence that results in robust incoming classes
- Other duties as assigned

Committee Attendance

- Faculty meeting as determined by executive director of admissions and student services

Minimum Qualifications

Admissions experience and an MDiv degree or MA in a theological field is preferred; a bachelor's degree with admissions experience is acceptable. Affinity with the values and mission of the Seminary is required and an understanding of the Church of the Brethren, in the Anabaptist-Pietist tradition, is preferred.

Multicultural competency and the ability to communicate and interact with potential students of all age ranges and with individuals at all levels of university and denominational structures are required.

Applicants should demonstrate strong oral and written communication skills, outgoing interpersonal skills, a collaborative working style, self-motivation, and task management skills. The use of social media and electronic communication is expected.

Required Relationships

Work collaboratively with executive director of admissions and student services, coordinator of student financial services and Title IX compliance, and director of student development

Work Condition

Office location negotiable; if not located in Richmond, Indiana, time on the Bethany campus each month to be determined in collaboration with supervisor

Physical Requirements

Must be able to plan and independently travel via car/bus/plane 50 percent of the time; hold a valid driver's license and have a good driving history; set up displays and handle admissions boxes (up to fifty pounds)

Application review will begin immediately and will continue until an appointment is made. To apply please send a letter of interest, resume, and contact information for three references to

recruitment@bethanyseminary.edu

or

Attn: Amy S. Gall Ritchie
Bethany Theological Seminary
615 National Road West
Richmond, IN 47374

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