



Job Description

Title: Admissions Recruiter
Reports to: Executive Director of Admissions and Student Services
Job Classification: Full-time, exempt, administrative faculty

General Description

The admissions recruiter will oversee direct contact with potential students to help generate robust enrollment at Bethany Theological Seminary and work with students to complete the full application process. This person will engage in face-to-face interactions and must be able to demonstrate excitement and enthusiasm in a wide variety of recruitment situations. This position requires extensive travel within the United States. Salary will be commensurate with qualifications.

Responsibilities

- Increase potential student lists through direct and relational contacts and engage in proactive recruitment, working from a go-and-tell model by executing the recruitment plan created collaboratively with the Admissions and Student Services Department, obtaining and following up with mailing lists from events such as Bethany and denominational forums and conferences
- Initiate connections with new potential students and students currently in department records (Salesforce) using social media and electronic communication and carrying management responsibilities for the admissions web pages
- Support admissions' goals to develop a more multicultural student body
- Connect with college and university campus personnel (e.g., chaplains, career services, program chairs, faculty) to increase referrals and a Bethany presence on their campuses
- Attend and table at various conferences and grad fairs as determined in collaboration with the Admissions and Student Services team: Church of the Brethren Annual Conference, professional conferences, regional denominational and nondenominational events, etc.
- Carry the major responsibilities of the application process in coordination with the Admissions and Student Services team
- Update and use the admissions CRM software, Salesforce, as a tool for recruitment focus
- Assist with planning of and then execute Seminary Preview Days and individual student visit days, managing the admissions files and materials for prospective students, working with faculty, and creating agendas/schedules
- Attend weekly admissions meetings, bringing weekly updates on contacts, applicants, and general numerical information
- Support the orientation process and the Orientation Committee as needed
- Prepare letters for students at appropriate touch points in the admissions process
- Compile and create admissions reports for the Bethany board of trustees in conversation with the executive director of admissions and student services
- Build relationships using technology and traveling to meet face-to-face with prospective students
- Perform other duties as assigned

Committee Assignment/Meeting Attendance

- Weekly and monthly admissions meetings
- Church of the Brethren Annual Conference
- Faculty meetings as requested
- Bethany board of trustee meetings
- Other appointments as needed

Minimum Qualifications

- Admissions experience and bachelor's degree in a theological field is preferred; bachelor's degree in a nontheological field with admissions experience is acceptable
- Affinity with the values and mission of the Seminary is required; understanding of the Church of the Brethren in the Anabaptist-Pietist tradition is preferred
- A collaborative working style
- Strong oral and written communication skills
- Use of active listening and discernment skills
- Command of computer software necessary to accomplish above duties
- Ability to use social media and electronic communications

Required Relationships

Internal and external constituents

Direct Reporting Positions

Federal Work-Study students as needed

Work Conditions

- Office setting at Bethany Theological Seminary in Richmond, Indiana
- Significant travel as needed to accomplish objectives

Physical Requirements

- Plan and independently travel via car, bus, or plane
- Hold a valid driver's license and have a good driving history
- Set up displays and handle 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: Lori Current
Bethany Theological Seminary
615 National Road West
Richmond, IN 47374

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