



CALVIN
THEOLOGICAL
SEMINARY

Job Title: Admissions Counselor
Department: Enrollment Management
Reports to: Associate Director of Admissions
Status: Full-time, Exempt

SUMMARY

The Admissions Counselor is responsible for interacting with prospective students throughout the admissions process for Calvin Seminary. The Admissions Counselor will have responsibilities, in coordination with the Enrollment Management team, to ensure that the daily operational needs of the office are met, to manage the information for leads and prospective students, and to facilitate projects that advance current and future enrollment objectives, including travel to Seminary fairs, conferences, schools and churches.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide customer service and hospitality by delegating and/or responding to prospective student inquiries, phone calls (both incoming and outgoing), and emails.
- Receive, review, and process incoming materials of prospective student's applications and directs them to the appropriate sources for guidance on courses of study, financial aid, scholarships, or other information.
- Coordinate and help represent the seminary at off-site recruiting events, both locally as well as across North America (travel will be up to 20% of this position).
- Manage the prospective student electronic database (CRM), ensuring accuracy and improving functionality for supporting recruitment efforts.
- Apply a proactive and problem solving mindset to continuously improve processes and procedures to effectively serve prospective students and the admissions team.
- Engage with prospective students and applicants in order to provide guidance and support as they consider attending seminary.
- Plan, arrange, and conduct regular visits to college campuses, key demographic areas, individuals/influencers, and conferences
- Offer hospitality to those contacting and visiting Calvin Seminary by serving as a responder to Admissions phone and email Inbox and greeting visitors.
- Coordinate and provide the logistical support for on campus recruitment events
- Other duties as assigned to assist the Enrollment Management team and Calvin Seminary.

QUALIFICATIONS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

EDUCATION and EXPERIENCE

This position prefers an applicant with a bachelor's degree from a four-year college or university and/or

three to five years of previous administrative and project coordination work experience, especially in higher education. The ideal candidate is a self-starter, service oriented and able to work well with diverse populations.

COMMUNICATION SKILLS

Coordinating many program details requires clear written and oral communication with prospective and applicant students, seminary offices, and outside contacts for off-site events. Due to the diversity of our prospective students, this person should be able to demonstrate cross-cultural sensitivities. This individual must handle confidential information with integrity.

DECISION MAKING/JUDGMENT

This position involves managing projects and/or assignments requiring decision-making authority regarding schedules and plans. The position requires the ability to think clearly and act responsively.

OTHER SKILLS AND ABILITIES

1. Natural aptitude for hospitality.
2. Effective interpersonal and public relations skills.
3. Organization and accuracy.
4. Creativity and energy.
5. Flexibility and ability to manage multiple tasks.
6. Initiative and problem-solving.
7. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite; social media, able to learn new software and apps. Experience working with online databases is preferred.

PERSONAL INTEGRITY

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church participation are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some travel across North America is required, which includes driving, flying and overnight stays. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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