



CALVIN THEOLOGICAL SEMINARY

Job Title: Admissions Counselor

Department: Admissions and Enrollment Management

Reports to: Director of Admissions and Enrollment Management

Status: Full-time, non-exempt, benefit eligible

SUMMARY

The Admissions Counselor is responsible for interacting with prospective students throughout the admissions process for Calvin Theological Seminary. In collaboration with the Enrollment Management team, the Admissions Counselor will ensure that the daily operational needs of the office are met. This position will manage the information for leads and prospective students and facilitate projects that advance current and future enrollment objectives, including some travel to seminary fairs, conferences, schools and churches. This is a year round in-person position with flexibility for some hours to be worked remotely.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Engage with prospective students and applicants in order to provide guidance and support as they consider attending seminary.
- Collaborate with student assistants in receiving, reviewing, and processing incoming materials for prospective student's applications.
- Coordinate and help represent the seminary at off-site recruiting events, both locally as well as across North America (travel will be up to 18% of this position).
- Assist in managing the prospective student electronic database (CRM), ensuring accuracy and improving functionality for supporting recruitment efforts.
- Improve processes and procedures to effectively serve prospective students and the admissions team.
- Coordinate and provide the logistical support for on campus recruitment events.
- Other duties as assigned to assist the Admissions and 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 one to three years of admissions experience or 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. This position requires skill in navigating cross cultural situations and relationships. 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. Proactive and problem solving mindset.
4. Organization and accuracy.
5. Creativity and energy.
6. Flexibility and ability to manage multiple tasks.
7. Initiative and problem-solving abilities.
8. Able to learn how to use digital tools quickly and effectively: such as project management software, student information databases, and communication tools.

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. There will be about 20 to 40 days of annual travel across North America, typically between the months of September through April, and occasionally to international locations. 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.

May 2024