



**CALVIN**  
THEOLOGICAL  
SEMINARY

**Job Title:** Associate Director of Admissions

**Department:** Admissions and Enrollment Management

**Reports to:** Director of Admissions and Enrollment Management

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

## **SUMMARY**

The Associate Director of Admissions is primarily responsible for growing the prospective student network. Additionally, they will assist in guiding prospective students through their discernment, application, and admission process. Activities include student recruitment, community outreach, and 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:

- Develop, maintain, and strengthen relations with key partners, including feeder colleges, advisers, and ministry leaders.
- Engage with prospective students and applicants to provide guidance and support as they consider attending seminary.
- Represent the seminary locally, across North America, and occasionally internationally by planning, coordinating, and conducting regular field visits to alumni/individuals, college/university campuses, conferences, and other appropriate sites (travel will be up to 24% of this position).
- Plan and implement seminary visit programs (virtual and in-person) for prospective students.
- Conduct or assist in regular audits (Populi, Salesforce, website) to ensure admissions content is accurate, accessible, and aligned with current messaging and program offerings.
- Oversee the admissions process from first touch to application pending.
- Maintain the Salesforce database, ensuring prospective student profiles are up-to-date and that the admissions team has the needed information to guide students.
- Assist the director and communications department in developing and maintaining compelling communications strategies for prospective students.
- Coordinate, manage, and track admissions communications schedules and calendars.
- Coordinate a team of student assistants.
- Other duties as assigned to assist the Admissions and Enrollment Management Department 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 requires a bachelor's degree from a four-year college or university. Previous experience in project coordination, recruitment, marketing, and sales is desired. Three to five years of previous admissions work experience, especially in higher education or with graduate students, is preferred. The ideal candidate is a self-starter, service-oriented, and able to work well with diverse populations. Possession of and the ability to articulate a vibrant Christian faith, accompanied by a deep knowledge of Reformed traditions, is essential.

### **COMMUNICATION SKILLS**

This position involves a significant amount of email, phone, and online (Zoom) communication; strong written and oral communication skills are essential. The 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. Organization and accuracy.
4. Creativity and energy.
5. Flexibility and ability to manage multiple tasks.
6. Initiative and problem-solving abilities.
7. Able to learn how to use digital tools quickly and effectively, such as project management software, student information database, social media, and communication.

### **PERSONAL INTEGRITY**

This position requires a person of unquestioned personal integrity, demonstrated by honesty in word and deed, a supportive team approach, and the ability to maintain confidentiality in sensitive matters. 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 its constituencies. A vibrant Christian faith and active participation in the church 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 approximately 40 to 60 days of annual travel across North America, as well as occasional trips 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 of the job.