



# ECUMENICAL THEOLOGICAL SEMINARY

Many traditions. One Spirit.

Resume due by 5/27/2022. Send to: [jhines@etseminary.edu](mailto:jhines@etseminary.edu)

**Position Title:** Director of Recruitment and Enrollment Manager

**Reports to:** Academic Dean

**Full Time:** Exempt (Minimum 32 hours a week)

The Director of Recruitment and Enrollment Manager is responsible for planning, implementing, and overseeing ETS's recruitment and admissions efforts. The Director of Recruitment and Enrollment Manager is also responsible for coordinating with academic staff and faculty to ensure that newly admitted students are enrolled in their first-quarter courses. In addition, the employee will provide academic support as needed, and assist with retention efforts.

### *Experience and skills:*

- Bachelor's degree
- Recruitment and admissions experience preferred
- Effective and eloquent written and verbal communication skills with all levels of candidates and coworkers including executives
- Three to five years of office experience in higher education administration preferred
- Ability to organize and pay attention to details and meet deadlines
- Familiarity with web-based interaction but specifically Zoom, student management software, and basic MS Office programs (Word, Excel, etc)
- Must have experience with MS Office and creating and maintaining Excel spreadsheets for tracking metrics
- Requires the ability to multi-task, be detail-oriented and manage several projects at one time.

### **Specific duties and responsibilities of this position include:**

#### *Recruitment*

- Develop and implement recruiting strategies
- Coordinate with ETS's marketing staff to identify and contact potential recruits

#### **ADMINISTRATION**

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*President and Professor of  
Biblical Studies*

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- Maintain frequent contact with potential applicants
- Develop relationships with pastors, churches, denominational leaders and other community leaders
- Plan and direct recruitment events, including coordination with staff and faculty
- Maintain recruitment materials, and ensure that the recruitment material on the ETS website is up-to-date and accurate
- Maintain social media presence
- Track measureable facets of the recruitment process through monthly reports to the academic dean
- Set quarterly targets for new admissions

### ***Admissions***

- Oversee the admissions process from the initial application to acceptance and enrollment in initial courses
- Follow up with applicants as needed to facilitate the completion of application files
- Schedule and direct quarterly admissions meetings, with additional meetings as needed
- Provide new admits with an admissions packet, and facilitate their enrollment in their first-quarter classes
- Schedule and lead quarterly orientation sessions for new students
- Prepare files on new admits for the registrar's office
- Update and complete existing files for re-admitted students
- Manage student database to ensure completeness and accuracy
- Produce student badges

### ***Academic support***

- Provide academic support for special events, including convocation and commencement
- Schedule and manage seminary Zoom meetings, including for DMin emergent week
- Manage student enrollment and attendance at quarterly workshops, including Zoom information as needed