Job Title: Admissions Counselor  
Department: Seminary Admissions  
Reports to: Director of Admissions and Enrollment Management  
Status: Fulltime, Exempt  

SUMMARY  
The main purpose of this position is to interact with prospective students through the admission process for Calvin Theological Seminary. In addition, the Admissions Counselor will have responsibilities, in coordination with the Director of Admissions, to ensure that the daily operational needs of the Admissions Office are met and to oversee projects that advance current and future enrollment objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:  
1. Guide prospective students and applicants as they work through the admission process. This includes clarifying, encouraging, and reminding these students about the process and answering other questions through email, postal mail, phone, etc.
2. Ensure the best possible seminary visit experience for prospective students through effective planning, coordination, and implementation. This includes both individual visit days as well as larger, onsite recruitment events such as Preview Day.
3. Contribute to the formation and execution of a compelling communications strategy for prospective students using key media channels (such as social media, print, web, etc.) and assist with various marketing projects.
4. Coordinate and help represent the seminary at offsite recruiting events, both locally and across North America.
5. Represent the Admissions Office as a member of the Enrollment Management Task Force and the Admissions and Standards Committee, as well as other committees as assigned.
6. Manage day-to-day activities of the Admissions Office:  
   a. Provide information and field questions from drop-in visitors.  
   b. Oversee the Student Admission Assistants.  
   c. Other duties as assigned to advance Admissions and Calvin Seminary.

SUPERVISORY RESPONSIBILITIES  
Supervise seminary student Admissions Assistants.
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 administrative and project coordination work experience, especially in higher education, is desired. 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 Christian faith with knowledge of the Reformed tradition is essential. Knowledge and/or experience of theological education preferred. Able to show evidence of organizational, administrative and communication experience. Previous database, student information system and Wordpress experience is preferred.

COMMUNICATION SKILLS
Coordinating many program details requires clear written and oral communication with prospective and applicant students, seminary offices, and outside contacts for offsite 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
The position requires the ability to prioritize projects and deadlines, plan effectively, 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. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite; Blackbaud Education Edge (SIS); social media.

PHYSICAL DEMANDS/WORK ENVIRONMENT
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 as well as air and ground travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 membership are essential.

To apply for this position, send a cover letter and resume to Mrs. Karen DeYoung, Human Resources and Payroll Manager at semhr@calvinseminary.edu.