



# CALVIN THEOLOGICAL SEMINARY

**Job Title:** Seminary Admissions Counselor  
**Department:** Admissions  
**Reports to:** Director of Admissions and Enrollment Management  
**Status:** Full Time, Non-exempt, Benefit Eligible

## **SUMMARY**

The Seminary Admissions Counselor is responsible for guiding prospective seminary students through their application, admission, and seminary discernment process. Activities include direct student recruitment, community outreach, communications and marketing support, and some travel. The counselor reports to the Director of Admissions and also works closely with the Director of Communications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

### Student Recruitment

- Engage with prospective students and applicants in order to provide guidance and support as they consider attending seminary.
- Coordinate and help represent the seminary at off-site recruiting events, both locally as well as across North America. Between 10-20% of time is travel.
- Plan and implement seminary visit program (virtual and in-person) for prospective students.
- Supervise student Admissions Ambassadors
- Other duties as assigned to assist the Admissions Department and Calvin Seminary.

### Admissions Communications

- Assist the Director of Admissions and Director of Communications in developing and maintaining compelling communications strategies for prospective students.
- Collaborate with the Director of Communications and Enrollment Team on special communications projects.
- Coordinate, manage, and track Admissions communications schedules, calendars, and project and story deadlines for multiple concurrent channels (print, digital).
- Coordinate the promotions and communications for virtual and on campus recruitment events.

## **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, sales is desired. One to three years of previous administrative and project coordination 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 with knowledge of Reformed traditions is essential.

### **COMMUNICATION SKILLS**

Strong written and oral communication skills are essential. 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. Organization and accuracy.
4. Creativity and energy.
5. Flexibility and ability to manage multiple tasks.
6. Initiative and problem-solving.
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, 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.

### **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.