

# Western Seminary employment opportunity: Recruitment-Enrollment Specialist, San Jose Campus

Contact San Jose Site Director for full job description.

**HOURS:** 35 hours per week (0.875 fte.) with benefits.

**ACCOUNTABILITY:** The Recruitment-Enrollment Specialist will work under the direction of, and will be accountable to the Site Director at the San Jose Campus. When applicable, collateral reporting functions to Western Seminary Registrar, Director of Enrollment and Recruitment-Admissions Team Leader.

**PURPOSE:** The Recruitment-Enrollment Specialist will be responsible for establishing and maintaining contact with prospective students and helping them move from interest to matriculation. Particular attention of recruitment efforts will focus on Divinity and Specialized Ministry applicants. The recruiter is to engage identified groups and territories in face-face recruitment activities and to respond to telephone, email and web generated inquires from prospective students and market leads. Enrollment matriculation requires close involvement with student services, enrollment management, marketing, academic and other offices to provide leadership in the coordination of student admissions programs and processes that support recruitment and retention of students.

Responsibilities will include some recruitment travel, territory management, application review, prospective student interviews, solo or group presentations, marketing strategy development and other duties assigned by the Site Director.

## **REGULAR DUTIES:**

- Responsible for recruiting prospective students into Western Seminary program.
- Create, establish and maintain key relationships with area churches/ministries, college recruitment and counseling organizations.
- Generate quality workable leads for enrollment matriculation.
- Maintain collaborative relationship with recruitment team lead coordinator in achieving department goals.
- Replies to phone calls, correspondence and email from prospective students.
- Efficiently and supportively assist prospective students to complete the admissions process.
- Participate in onsite enrollment activities such as campus open house, new academic program launch and staff/enrollment meetings.
- Attend strategic recruitment and ministry events in the Bay Area. Some possible travel outside the area but usually not out of state.
- Meet and exceed performance standards including lead generation and enrollment goals.

## **QUALIFICATIONS:**

- Must possess a Bachelor's Degree
- Two or more years of experience in recruitment/enrollment/admissions. (seminary/educational experience preferred)
- Must have strong presentation skills and capable of delivering persuasive recruitment presentations to graduate level audience of prospective students and long tenured church/ ministry groups-individuals.
- Strong written and verbal communication skills, ability to think creatively and produce ideas into material form is highly desirable.
- Ability to work a varied schedule with flexible hours.
- Is motivated by results; sets clear objectives, can be counted on to meet and exceed goals
- Ability to work well as a team player and a self-starter
- Ability to work independently and manage multiple tasks efficiently and effectively.
- Computer skills using Microsoft Office 2003 (Microsoft Word, Excel and Outlook is essential; PowerPoint, Publisher and Access desirable).
- Valid driver's license and available to travel during peak recruitment fairs/event times.
- Evangelical Christian commitment and lifestyle consistent with the National Association of Evangelicals' Statement of Faith and the Seminary's governing virtues

Please address/forward resume with cover letter to:

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