



Admissions Counselor – Portland

Hours: 32 or 40 hours/ (.80 or 1.0 FTE)

Accountability: Director of Admissions

Position Summary: The admissions counselor functions as the primary contact for prospective students from his/her assigned case load from initial inquiry through matriculation. The admissions counselor effectively communicates the strengths and mission of Western Seminary at each stage in the admissions funnel in order to increase yield at each point in the process.

Essential Functions:

- Build and maintain meaningful relationships with prospective students.
- Market the school to a wide yet targeted audience to increase prospective student pool and applicant yield.
- Schedule, coordinate, and host on-campus visits
- Facilitate connections between prospective students and faculty, staff and current students.
- Make professional and persuasive presentations to prospective applicants at various venues.
- Work with the Director of Admissions and other admissions staff to coordinate and promote Preview Days.
- Respond appropriately to prospective students providing prompt, relevant, and accurate information.
- Convey information with respect to admissions procedures, degree programs, student life and other related topics to prospective students via text, email, in-person interactions and telephone.
- Accurately enter data into the SIS and CRM databases.
- Travel on recruitment trips as assigned.
- Perform other duties as assigned by the Director of Admissions or Associate Director of Admissions

Education/ Training:

Bachelor's degree required. Experience with student enrollment or customer service software, marketing and sales appreciated. Commitment to discern and maintain confidentiality. Able to communicate effectively in both written and oral form. Excellent public speaking skills. Ability to give careful attention to detail. Competent knowledge of Microsoft Office essential. Knowledge of, or the



ability to learn, the intricacies of theological education, degree program requirements, competencies and training required for various ministries, federal/state policies and regulations related to student enrollment, special needs of groups such as international students and racial/ethnic minorities.

Outcomes:

A well-maintained and developed recruitment process with increased yield throughout the admissions funnel. Fulfillment of all recruitment goals. Effective and timely performance of assigned tasks.

Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Collegial and personable disposition.
- Personal integrity which inspires confidence in the school's constituents.
- Demonstrated ability to prioritize tasks, make appropriate contacts, and maintain cooperative working relationships.
- Self-driven, results-oriented, ability to maintain a clear focus on high quality and business outcomes.