

**Hours:** 40 hours/week (1.0 FTE)

**Accountability:** Director of Admissions

**Position Summary:** The admissions counselor functions as the primary point of contact for their assigned prospects at all stages of the admissions process and is responsible for accurately and effectively communicating strengths and mission of Western Seminary. The role is both highly relational and directional: counselors develop personal relationships with each of their prospects as they effectively walk them through each stage of the application process to ensure that all required application materials are submitted and received for process and review so that an admission decision is made in a timely manner. Recruitment and new student enrollment are the responsibility of the admissions department, and in order to establish measurable goals for the department and each counselor, this position will work closely with the Director of Admissions and serve as the primary point person for collecting, tracking, reporting, and interpreting data within the department. The admissions counselors collectively function as a charismatic team that is creative, relational, and efficient in its representation of Western Seminary.

**Essential Functions:**

- Build and maintain meaningful relationships with prospective students.
- In coordination with the Community Engagement and Connection Coordinator, market the school to a wide yet targeted audience to increase prospective student pool and applicant yield for Western's California locations
- Work with the Director of Admissions and other admissions staff to schedule, coordinate, promote and host Virtual Preview Days, on-campus visits, and other recruitment activities.
- Facilitate connections between prospective students and faculty, staff, and current students.
- Respond appropriately to prospective students providing them 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 Student Information System (SIS) and Customer Relationship Management (CRM) databases.
- Provide weekly statistical reports to Director of Admissions.
- Work with the Director of Admissions to identify and manage admissions and recruitment data that serve as the basis for creating goals for the department and tactics to meet them.
- Perform other duties as assigned by the Director of Admissions.

**Qualifications:**

- Bachelor's degree required.
- 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.
- A forward planner and goal-setter that continually assesses performance.
- 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.
- Computer competent, knowledge of Microsoft Office (Excel SharePoint, OneDrive, Outlook) 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.
- Alignment with the Seminary's Mission, Vision and Core Values.
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.