SEMINARY ADMISSION ASSOCIATE (PART-
TIME, 15-20HRS/WK)

**Department:** Office of Seminary Admission

**Reports To:** Director of Seminary Admissions

**Position Summary/Purpose:**
Counsel and assist in the recruitment of prospective seminary students to North Park Theological Seminary through campus visits, recruitment events, and general office support, from the initial visit or inquiry stage to complete application and matriculation. Assist the Director of Seminary Admissions in key functions of the admissions office.

**Essential Responsibilities:**

General Office Support:
- Welcome and serve visitors who walk into the seminary.
- Manage the seminary admissions in-bound phone calls, responding, referring, providing counsel (screening inquires) and answers as appropriate.
- Manage the seminary email inbox, responding and referring as appropriate.
- Assist with file maintenance projects and record keeping.
- Assemble and organize recruitment and promotional materials for seminary admission staff, faculty, or others who recruiting on behalf of the seminary.
- Maintain and update degree/certificate course sheets, seminary admission manual, changes to yearly calendar, changes to email templates, etc.

Recruitment and Applicant Support:
- Establish, build, and maintain relationships with prospective students, providing them with accurate information through campus visits, phone conversations, and email.
- Provide application support to prospective students including Regional Cohort based
programs.

- Collaborate with the Director of Seminary Admissions and Director of School of Restorative Arts (SRA) to recruit and finalize cohort(s) of SRA students.
- Prepare documents and communication for the Seminary Admissions Committee and Cohort Admissions Committees.
- Implement and oversee the student visitation program, including managing and recruiting student volunteers to assist with prospective student visits.
- Participate in admissions open houses and other on-campus recruitment events, in collaboration with Graduate Admissions, as appropriate.
- Enter comments, ESO updates, and information regarding contact with prospective students and student visits in TargetX in a timely fashion (normally immediately, or within 24 hours of contact, including when traveling).
- Become conversant with all NPTS programs and seminary financial aid policy, and be able to discuss with prospective students.
- Attend local ECC and other recruitment events as assigned by Director of Seminary Admissions.
- Participate in seminary staff meetings and training/development programs.
- Create Convocation list of new students for Assistant Director of Seminary Student Services.

**Essential Qualifications:**

- Personal commitment to and ability to effectively articulate North Park's mission and philosophy of Christian higher education, particularly through the seminary.
- 2-3 years professional work experience, preferably in administrative role(s).
- An ability to communicate clearly, warmly and accurately (in both oral and written forms) with prospective students, administrators, faculty, staff members, and outside constituencies.
- Excellent interpersonal skills.
- An ability to stay focused and multi-task in a busy environment—answering phones calls or walk-in visits while still staying on track with a task/project at hand.
- Sensitivity to the needs of a diverse population of adults discerning their call to ministry.
- Ability to handle confidential material with the utmost integrity.
- Willingness to work occasional evenings as assigned and to travel occasionally to help with recruitment events.
- Intermediate personal computer skills, including electronic mail, routine database activity, and Microsoft Office programs (i.e. an aptitude sufficient to maintain records and schedule tasks).
Other Desirable Qualifications:

- Ability to fully affirm the values and distinctiveness of the Evangelical Covenant Church.
- Knowledge of the Evangelical Covenant Church denomination and North Park Theological Seminary.
- Master’s degree in ministry or non-profit management preferred.

Effective Date: July 2020

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.