Assistant Director of Recruitment

Job posted by: Union Theological Seminary in the City of New York
Posted on: March 10, 2016

Description of the Position:

The Assistant Director of Recruitment represents Union Theological Seminary in the City of New York in cultivating and communicating with a wide and diverse applicant pool concerning the intellectual programs of study, spiritual formation, and community life at the Seminary. Building upon current recruiting practices, this person will develop creative and flexible new strategies for outreach to prospective students, and assist them with the admissions process by communicating maximal information about the Seminary until the final decision about enrollment.

Duties/Responsibilities:

In conjunction with the Associate Dean of Admissions and Financial Aid:

- Identifying and implementing creative ways to improve recruiting efforts for the Seminary
- Designing new and creative modes of identifying and interacting with prospective students for Master's programs
- Planning and implementing a recruiting schedule, attending fairs and conferences, campus visits to undergraduate religious studies departments and alumni/ae, meeting with prospective students, open houses, etc., including regular travel
- Developing a plan to increase the number of applicants for the Master's Programs
- Creating targets for admissions yield in the Master's programs
- Coordinating the work of Admissions Office student workers (Recruitment Assistants)

Individual responsibilities will include:

- Providing data and reports in support of evaluating student recruitment strategies
- Assisting prospective students with application and financial aid processes
- Communicating effectively about the Seminary's curriculum and degree programs
- Having strong knowledge of faculty's research, new initiatives, and be a representative of the intellectual ethos and community life of the Seminary
- Working with other Academic Office and Seminary colleagues
- Collaborating with faculty, alumni/ae and current students to effectively engage them in the recruiting process
- Interviewing student applicants, reviews applicant files, and provides recommendations to the First Degree Admissions committee on student acceptance

Minimum Requirements:
• Bachelor’s Degree from an accredited college or university; Master's Degree preferred (seminary or divinity school Master’s degree strongly preferred)
• Three (3) or more years of professional admissions experience in higher education
• Deep knowledge of the Seminary’s academic programs
• Experience with admissions/recruiting software (familiarity with Salesforce a plus), academic office databases, and Microsoft Office suite including spreadsheets
• Strong customer service, communication, problem-solving and organizational skills
• Demonstrated ability to work independently and collaboratively to set and meet goals
• Enthusiasm for the work and community of the Seminary
• Domestic travel and evening and/or weekend work required