

CHICAGO THEOLOGICAL SEMINARY

Invites Applications and Nominations for

Director of Recruitment & Admission

The Opportunity: Chicago Theological Seminary is looking for a professional, results-oriented person with enthusiasm to fill incoming classes of students focused on preparing to become religious leaders leading social change through a rigorous experience of obtaining a graduate degree at one of the top progressive seminaries in the world. This position requires a perceptive person who is capable of relating to a wide diversity of people and is able to promote our programs to a net positive impact on our enrollment.

For 160 years Chicago Theological Seminary (CTS) has been at the forefront of bold conversations and informed social actions. Our commitments to ongoing dialogue, academic research, and social activism are demonstrated time and time again throughout our historical and present participation in rigorous theological education and social justice movements. CTS occupies a particular space intersecting the academy with diverse communities of faith and community activists, all jointly committed to transforming the world towards greater justice and mercy.

This opening provides a unique opportunity to have a wide reaching positive impact on the world.

Position reports to: President of Chicago Theological Seminary

Major responsibilities include but are not limited to:

- Develops strategy, implementation and analysis of recruitment objectives on an annual basis — this is a results oriented role
- Generates pipeline for student prospects for CTS degree programs through ongoing engagement; face to face, on-line and on and off campus recruiting events
- Guides and oversees online communication and follow-up with prospective students using ASCEND CRM which enables CTS to streamline the recruitment process and admissions lifecycle to drive better results
- Works collaboratively with Advancement to ensure that CTS marketing initiatives (advertising, website, social media, etc.) are maximized for recruitment efforts
- Reviews application files and makes merit award recommendations
- Coordinates the Admissions and Financial Aid Committee along with the Academic Dean
- Supervises department staff (currently, the Associate Director of Recruitment Initiatives, the Assistant to Recruitment and the Registrar, and the part-time Recruitment Systems Manager as well as student workers)
- Actively participates in the cultivation and management of prospects throughout the enrollment management process
- Cultivates and stewards relationships with key influencer individuals and groups

- Supervises the use of the ASCEND and RADIX systems to ensure disciplined and accurate prospect management, record keeping, filing, and data collection
- Works collaboratively with the Student Success Specialist to ensure that prospects and applicants have adequate financial data for informed decisions and that scholarship awards are promoted and leveraged to build the strongest incoming class possible
- Oversees CTS' recruitment presence at events, conferences, etc.
- Works with the Academic Dean, the Registrar, and the Student Success Specialist on retention and enrollment management
- Prepares regular reports for the CTS Leadership Team and the Board of Trustees
- Oversees departmental budget
- Works with CTS staff to ensure a student centered approach to recruitment and retention
- Other duties as assigned

Desired Qualifications:

- Knowledge of graduate theological education or related field
- Bachelor's degree in a related field and three (3) years related experience, one (1) of which includes professional sales and/or direct marketing-related experience; or, any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Willingness to travel on behalf of CTS
- Demonstrated knowledge of graduate admissions practices and principles
- Strong database/CRM skills, including ability to utilize ASCEND data
- Demonstrated understanding customer service perspectives and needs
- Familiarity with enrollment management theory and practice
- Demonstrated excellence in written and oral communication skills
- Ability to analyze data and create statistical reports
- Commitment to hospitality and to a culture of active welcoming
- Commitment to confidentiality and to Family Educational Rights and Privacy Act (FERPA) rules of confidentiality
- Commitment to the Vision, Mission, and Commitment Statements of Chicago Theological Seminary

Applications & Nominations - *Confidential inquiries are welcomed and nominations are invited.*

1. To Apply - Application packet must include: a) A letter of interest; b) Current resume; c) At least three references with full contact information (References will not be contacted without consent from applicants.)

2. Submit application packet to Ms. Kimberly Johnson: kjohnson@ctschicago.edu

Nominations should include contact information for the individual being nominated. Submit nominations to the e-mail provided above.

Application materials are being reviewed. Search is open until position is filled.

Chicago Theological Seminary is an Equal Opportunity Employer - July 2016, Director of Recruitment & Admission