

GORDON CONWELL

THEOLOGICAL SEMINARY

Overview

Gordon-Conwell is a multi-denominational evangelical Protestant graduate school, unique with its broad array of over 2100 students and 200 faculty and staff from 98 denominations and 55 countries. Our four campuses include a residential model of education at South Hamilton, MA (our main campus); an urban context offering classes in five languages in downtown Boston, MA; and adult educational models in both our Charlotte, NC campus and our offerings in Jacksonville, FL.

Our mission is to prepare men and women for ministry at home and abroad. Rooted in the gospel and God's Word, the seminary seeks to develop Christian leaders who are thoughtful, globally aware, spiritually mature and ready for a broad array of ministries. While being historically orthodox and evangelical, we seek to address the issues of our times with both relevance to the culture and faithfulness to Christ and God's truthful Word.

Position Description

Title: Admissions Representative-Southeast Recruiter
Reports to: Charlotte Admissions Manager
Location: TBD
Hours/Week: 37.5 hours

Position Summary:

Under the supervision of the Charlotte Admissions Manager, the Admissions Representative serves as the primary contact between the admissions office and prospective students, students, and the general public, with special emphasis given to the Southeast Region. The position entails travel to recruiting events, primarily but not restricted to the Southeast region.

Key Responsibilities:

1. Recruiting
 - a. Develop and manage a recruitment strategy for the Southeast Region. Research, identify, schedule, and conduct recruitment visits to campuses, conferences, and churches recruitment strategy of the Southeast region, with a primary focus on Jacksonville, FL and Charlotte, NC.
 - b. Manage and maintain strong relationships with key influencers of prospective students and expand the name recognition of Gordon-Conwell in Charlotte, NC and Jacksonville, FL. These groups include but are not limited to college ministries (Young Life, InterVarsity), missions organizations (UWM, Pioneers, SIM), and other key partnerships that the campus seeks to develop.
 - c. Develop a streamlined strategy for building relationships with maintaining strategic partnerships, reviewing agreements, streamlining agreements, and serving as a connection between the seminary and key contact.
 - d. Make outbound calls to recruit prospective students from the point of inquiry to matriculation, including writing thorough notes for follow-up.

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- e. Meet with prospective students who visit the campuses and respond to all admissions and matriculation questions via campus visits, phone, fax, e-mail, correspondence, etc.
 - f. Represent the Seminary on field visits, including transportation, setup, and takedown of Seminary public relations displays and publications; reinforce Seminary ties on such field trips (e.g., with alumni and college faculty).
 - g. Through written and oral communications, follow up with leads and applicants to insure their timely progress through the admissions process.
2. Additional
- a. Submit formal and informal reports to the Charlotte Admissions Manager as required to apprise him/her of recruitment projections, status of inquiries, status of applicants, travel schedules, effectiveness of recruitment events, and other matters related to the recruitment and admission process for the Southeast region.
 - b. Assist in planning and implementation of recruitment/enrollment management events such as Explore Seminary, New Student Orientation, recruitment webinars, graduation, etc.
 - c. Perform other duties as necessary.

Required Competencies

The incumbent must possess:

- The ability to travel and recruit at a distance required.
- Experience working with multicultural communities required.
- Experience with multicultural recruitment process a plus.
- Exceptional interpersonal abilities manifested in a confident, warm, outgoing manner
- Excellent oral communication and listening skills
- Fluency in Spanish a plus
- Good character, flexibility, discretion, confidentiality, and theological awareness
- Understanding of the academic, personal and spiritual capabilities required for theological training
- Strong organizational skills, and the ability to manage multiple tasks
- Solid experience in the use of computer hardware, software, and database management, and the willingness to learn

Education and Experience

- Previous experience in higher education enrollment management (preferably in admissions), or relevant recruiting experience in another field.
- Pastoral experience is a plus, given that the Admissions team interacts with potential students as well as pastors and denominational leaders.
- Experience in multi-ethnic/cultural/lingual contexts.
- Bachelor's degree in a relevant field, graduate theological degree preferred.
- Valid driver's license and ability to obtain a passport required.