

GORDON CONWELL

THEOLOGICAL SEMINARY

Title: Admissions Representative
Reports to: Associate Director of Admissions-Recruiting
Location: Boston (Campus for Urban Ministerial Education – CUME)
Status: Full-time (37.5 hours per week)

Overview

Gordon-Conwell is a multidenominational Protestant graduate school, unique with its broad array of over 2,100 students and 200 faculty and staff from 98 denominations and 64 countries. We offer a residential model of education at South Hamilton, MA (our main campus); an urban context offering classes in five languages in Boston, MA; adult educational models in both our Charlotte, NC campus and our offerings in Jacksonville, FL; in addition to online and cohort models involving students from around the world.

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 Summary:

Under the direct supervision of the Associate Director of Admissions-Recruiting and secondary supervision by the Dean of the Boston Campus, 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 Boston area. The position entails travel to recruiting events, primarily but not restricted to the Northeast region.

Key Responsibilities:

Recruiting

- Develop and manage a recruitment strategy for the Northeast Region. Research, identify, schedule, and conduct recruitment visits to campuses, conferences, and churches recruitment strategy of the Northeast region, with a primary focus on Boston, MA.
- In order to support CUME's commitment to diverse ethnic communities, this position will require the recruiter to network deeply within one or more ethnic communities — especially the Black and Latino/a Christian church.
- Manage and maintain strong relationships with key influencers of prospective students and expand the name recognition of Gordon-Conwell in Boston, MA and on a national level. These groups include but are not limited to local churches, college ministries (Young Life, InterVarsity), and other key partnerships that the campus seeks to develop.
- 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 partnership contacts.
- Make outbound calls to recruit prospective students, including writing thorough notes for follow-up.

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- 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.
- 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).
- Through written and oral communications, follow up with leads and applicants to insure their timely progress through the admissions process.

Additional Responsibilities

- Submit formal and informal reports to the Associate Director of Admissions-Recruiting 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 Northeast region.
- Plan and execute recruitment/enrollment management events such as Explore Seminary, New Student Orientation, recruitment webinars, graduation, etc.
- Assist the Marketing and Communications office as needed (potentially up to 10% of work hours).
- Participate in the life of the Boston campus by attending regular and special events that require Admissions department or institutional participation (Noon Hymn, New Student Orientation, OCF, graduation, etc.).
- Provide oversight to 1–3 student workers.
- Perform other duties as necessary.

Key Competencies

The incumbent should possess:

- Exceptional interpersonal abilities manifested in a confident, warm, outgoing manner
- Excellent oral communication and listening skills
- Understanding of the academic, personal, and spiritual capabilities required for theological training
- Good character, flexibility, discretion, confidentiality, and theological awareness
- The recruiter should be able to demonstrate a knowledge of and competency to network within one or more ethnic communities. Experience with multicultural recruitment process a plus.
- Fluency in Spanish or Portuguese a plus
- Strong organizational skills, and the ability to manage multiple tasks
- Previous experience in the use of computer hardware, software, and database management, and the willingness to learn
- The ability to travel and recruit at a distance required. Occasional weekend and evenings may be required.

Education and Experience

- Bachelor's degree in a relevant field required, graduate theological degree preferred.

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- 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.
- Valid driver's license and ability to obtain a passport required.

Application Process

Please apply through Gordon-Conwell's Career Center available here:

<https://www.gordonconwell.edu/employment/>

Please include these documents in either Microsoft Word or PDF formats:

- A cover letter addressed to Sarah Sotelo, Director of Admissions, explaining your interest in the position.
- A formal CV that includes the names of at least three references.

No hard copy materials, please. Opportunities to interview will be made available at the search committee's initiative. Applications will be accepted until the position is filled.