



NORTHERN Seminary

BIBLICAL • MISSIONAL • PERSONAL

Director of Admissions

Department: Academic Dean's Office
Reports to: Executive Director of Enrollment Management
Non-Exempt Part-Time Position

Position Summary:

The Director of Admissions leads the development and implementation of a comprehensive enrollment program, overseeing the end-to-end execution of the strategic recruitment plan. The Director markets the seminary to a wide, yet, targeted audience with the intent to increase the number of prospective students, applicants, and enrolled students who will benefit from the distinctive educational context and programs of Northern Seminary. It is the Director's responsibility to ensure robust engagement with prospects as they progress through the admissions funnel. The seminary highly values diversity and we are seeking a person who will assist in developing strategies to even further reach and serve leaders within urban contexts.

The person in this position works in close consultation with the Admissions Counselor, Executive Director of Enrollment Management and the Vice President of Academic Affairs, and other offices to encourage enrollment of potential students. Alongside of the Executive Director of Enrollment Management, the Director manages the work of an admissions counselor and enrollment assistant.

Duties & Responsibilities

Coordinates and contributes to the success of various student visit programs designed to recruit targeted prospective applicants.

Calls and counsels prospective applicants on the admissions process and opportunities at the university through in-person appointments and emails.

Develops and monitors statistical reports to enhance enrollment strategies, yield management, forecasting, and operational efficiency.

Conveys information and advice to prospective students via email, publications, telephone, and in-person interactions with respect to admissions procedures, degree programs, student life and other related topics.

Provides direct oversight to all communication portals and strategies from lead generation to matriculation.

Reviews application essays and other materials submitted by applicants for the purposes of making admission decisions.

Coordinates recruitment efforts with presidential, faculty, and alumni travel and events.

Organizes Orientation alongside of the Dean of Students Office.

Strengthens the campus community, by promoting positive interaction between potential students and current students, faculty and staff.

Promotes and supports the social and spiritual life of students at Northern.

Complies with ATS accreditation standards.

Develops and monitors statistical reports to enhance enrollment strategies, yield management, forecasting, and operational efficiency.

Conveys information and advice to prospective students via email, publications, telephone, and in-person interactions with respect to admissions procedures, degree programs, student life and other related topics. Provide direct oversight to all communication portals and strategies from lead generation to matriculation.

Qualifications:

Church leadership experience and theological master's or doctoral degree preferred.

The successful candidate will be deeply committed to the mission, vision, and broad evangelical commitments of Northern Seminary. They will communicate the mission and vision of Northern Seminary with enthusiasm to donors, alumni, churches, and prospective and current students.

In addition, they will bring:

- **Relationship Building and Leadership:** Proven track record of building relationships across departments and outside the organization to ensure positive outcomes. A warm, welcoming, hospitable personality that puts guests at ease and sets an example for the team. Proven ability to collaborate and foster a team environment. Well-developed leadership skills and administrative, supervisory, and organizational abilities.
- **Communication and Interpersonal Effectiveness:** Must have strong written and verbal communication skills and be able to communicate in a manner that allows information to flow freely and smoothly in order to perform job responsibilities in a timely fashion.
- **Strategic and Creative Thinking:** Demonstrated ability to create long-term and short-term strategies to accomplish department and institutional goals. A talent for creative thinking and problem solving that will open new sources of quality leads.
- **Analytical Skills:** Ability to analyze, interpret and evaluate data in order to make data-driven decisions and report to leadership.
- **Knowledge and Discernment:** Understanding of the academic, personal and spiritual capabilities required for theological training. Ability to discern an applicant's readiness for and fit within the seminary.

Equal Opportunity Employer/Statement of Faith:

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ and have a sincere desire to be an integral part of the mission of the Seminary.

Applicants should email a cover letter and resume, describing the candidate's experience as relevant to the position. Applications will be reviewed by the Search Committee on a rolling basis and will continue until the position is filled.

Chair of Admissions Search Committee
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