

Job Description

Position: Admissions Associate at Pacific Lutheran Theological Seminary

Immediate Supervisor: Director of Admissions

General Description:

This 35 hours-per-week position encompasses a wide-range of responsibilities relating to the coordination of student recruitment and admissions efforts, including database and office management, public relations, communication, event planning, student worker supervision, and light recruitment travel. The Admissions Associate's work is approximately 85-90% office-based, 10-15% travel.

Responsibilities:

OFFICE MANAGEMENT

1. Manage Colleague database systems in all details of prospective student data, from initial inquiry/contact, through all stages of the application process, to acceptance into a degree program and intention to enroll.
2. Follow up appropriately and promptly on all prospective student inquiries and communications with email, telephone, and regular mail.
3. Create admissions files, inform applicants of receipt of materials, circulate file for faculty review, prepare letters of admission (or denial) for the Director of Admissions and inform applicants of housing, financial aid, and orientation contacts.
4. Report weekly (on Friday) from March 15 through the September close of fall enrollment on admissions applications, applicants' status and totals for applications in progress, acceptances, deferrals, denied and relinquished to the Director of Admissions, Board of Directors, Faculty, Administrative Council, Financial Aid Office and Dean of Students.
5. Student worker supervision, replenish promotional and office supplies, reservation of facilities, and accounts payable.

EVENT PLANNING

6. Plan, participate, and help carry out two annual, three-day Preview PLTS events, one in fall, one in spring (includes evenings and weekends).
7. In coordination with the Office of the Dean of Students, plan admissions-related aspects of two New Student Orientation events, a three-day event in the fall, one day in the spring.
8. Coordinate individual student visits to PLTS-GTU. This involves setting date(s) in conversation with the prospective visitor; coordination of transportation to and from the airport; GTU and PLTS campus tours; class audits; individual appointments; meals and housing; other contingencies as they arise.

MANAGE STUDENT HOUSING ALLOCATION

1. On an annual and as-needed basis, assign student housing utilizing the housing assignment procedures.
2. Manage all student housing issues including maintaining current leases, ensuring appropriate notice of rent changes and move-in/out dates and other notices as required in coordination with the student housing resident managers.

RECRUITMENT TRAVEL

9. Occasional travel to selected sites mainly in the West and other areas of the country as assigned by the Director of Admissions.

Required qualifications:

1. 4-year college degree from an accredited college or university.
2. Experience in an educational environment preferred; recruitment experience a big plus.
3. Commitment to the mission and ministry of the church.
4. Be(come) knowledgeable about the Evangelical Lutheran Church in America (ELCA), Pacific Lutheran Theological Seminary (PLTS), Graduate Theological Union (GTU).
5. Experience in computer database management in all its aspects.
6. Established computer skills, including Word, Excel, social media networks.
7. Experience in event planning and leading.
8. Detail oriented, with precision.
9. Flexibility to work within a changing schedule of days and hours, including evenings and weekends both on and off-campus, and overnight stays out-of-town, also including weekends.
10. Comfort and ease participating in a seminary environment's life and being.
11. Proven ability to relate well to and communicate effectively with people from diverse backgrounds and of all ages.
12. Ability to supervise student workers.
13. Sensitivity and responsiveness to prospective student needs and concerns.
14. Ability and desire to function independently and as part of various interrelated teams in the Admissions Office and campus-wide.

Other position specifics:

1. Starting pay = \$19 per hour
2. Two weeks paid vacation per year.
2. Medical and dental benefits.
3. 10% pension contribution.
4. Start date: July 15, 2011.

To apply, send a cover letter and resume to Debbie Ow, Pacific Lutheran Theological Seminary, 2770 Marin Ave, Berkeley, CA 94708.