

Winebrenner Theological Seminary
RECRUITER Description
(updated 11.16.2018)

Winebrenner Theological Seminary is seeking a *Recruiter* who will be responsible for implementing programs for new student engagement and recruitment. This position will report to the Coordinator of Enrollment Management (CEM) and serve as part of the Enrollment Management Team with the Academic Dean, Marketing Specialist, and CEM.

Specific duties and responsibilities of this position include the following:

- Serve as primary guide for students from *first point of contact* (social media, "Pathways" sites, CGGC events, etc.) through admittance.
 - Counsel prospective students and applicants.
 - Assists in Winebrenner's transition to e-record keeping by maintaining applicant records and update prospective student records in GradPro and use GradPro systems to maintain 'lead' sheet.
- Works collaboratively to carry-out the recruiting priorities as identified in the Enrollment Management Plan developed by the EM Team (as directed by Executive Team).
 - Develop and implement recruiting strategies that flow from Strategic Plan, "Pathways".
 - Prioritizes engagement with sites identified as "Pathways" partners; a first point of contact for new collaborative partnerships
 - Develop relationships with strategically selected church leaders and judicatories.
- Coordinate and manage strategically selected
 - Campus visits to colleges and universities.
 - Job fairs (and conduct follow-up).
 - Relationships with pastors, churches, program advisors, career services officers, and other influencers.
- In coordination with the Academic Dean
 - work with academic Program directors to develop specific recruitment plan for each program
 - coordinate faculty assistance for targeted events.
- Intentional coordination with EM Team regarding incoming students and their unique situations, cases, or needs (willingness to engage via distance technology if on the road with "real time" updates).
- Participate in planning and be present for WTS Pathways to Ministry (PTM) or other recruiting events as needed; coordinate with faculty and staff.
- Provides updates to the CEM raising awareness of cultural trends gathered while talking with prospective students.
- Work with CGGC representatives to recruit CGGC students.
- Connect prospective students to academic Program Directors for pre-admission advising (as needed)
- Work with CEM to assist with retention (audits to full student status, etc.)

Miscellaneous

- A key attribute is the ability to develop external relationships for the expressed purpose of achieving a specific action.
- Perform all other duties deemed appropriate for this position.
- Ability to support, by precept and by example, Winebrenner Seminary's Mission Statement, the Statement of Faith, the objectives and policies and best interests of the Seminary as declared in the *Handbook of Operations*.

Applicants may email a cover letter and resumé to Amy Kinney at kinney@winebrenner.edu – please submit by **December 9, 2018**, for full consideration.