INSTITUTION SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters’ and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares women and men for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

Pittsburgh Theological Seminary seeks an Admissions Counselor who will help prospective students discern calls to ministry and other forms of Christian vocation. The Admissions Counselor is responsible for supporting all aspects of the recruiting and admissions process for the institution’s credit-bearing programs. The Admissions Counselor will be responsible for conducting outreach, sponsoring recruitment events, interviewing and counseling applicants throughout the admissions funnel. The Admissions Counselor reports to the Director of Enrollment and Retention.

PRIMARY RESPONSIBILITIES

Recruiting
- Develop and execute a plan for recruitment based on the use of institutional and industry data
- Represent the Seminary coherently and enthusiastically at a wide range of external events.
- Create and sustain initiatives for cultivating leads and referrals.
- Host prospective students on campus for interviews and tours.
- Engage in conversations about Christian vocation and call.
- Guide applicants throughout the application process.

Collaboration
- Work closely with other members of the Admissions and Enrollment team including the Director of Enrollment and graduate student workers.
- Coordinate with the Director of Communication to advertise recruitment events and market curricular offerings.
- Partner with the Director of Technology in optimizing enrollment management software.
- Connect regularly with the Seminary’s faculty and initiative directors to coordinate campus visits.
- Partner with other Seminary departments in co-hosting recruitment events.
ADMISSIONS COUNSELOR
JOB POSTING

Internal and External Communication
- Communicate with students throughout the admissions funnel.
- Utilize enrollment management software to track communications.
- Initiate communication with key influencers including alumni/ae, clergy, congregations, undergraduate faculty and denominational leaders.
- Complete weekly status reports and communicate numbers to concerned parties.

Other
- Participate fully in the life of the Seminary, including worship and community life events.

QUALIFICATIONS/REQUIREMENTS
- Desire to help prospective students discern calls to ministry and other forms of Christian vocation.
- Commitment to increasing diversity in theological education.
- Ability to collaborate with members of the admissions team to execute vision for recruiting.
- Passion for, and knowledge of, theological education.
- Excellent written and oral communication skills.
- Strong organizational skills and attention to detail.
- Willingness to travel and work occasional evenings.

EDUCATION/TRAINING EXPERIENCE
Required
- 1-3 years of prior experience in higher education admissions.
- Bachelor's Degree.
- Connection to a faith community and/or appreciation for theological education.
- Commitment to the mission and vision of Pittsburgh Theological Seminary.

Preferred
- MA/MDiv degree from an accredited seminary.
- Ordination in PCUSA or related Christian tradition.
- Experience in event planning and hospitality.
- Knowledge of recruiting and enrollment IT systems.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

EXPECTATION FOR ALL EMPLOYEES:
Support the mission of the Pittsburgh Theological Seminary by participating in God's ongoing mission in the world. Pittsburgh Theological Seminary is a community of Christ joining in the Spirit's work of forming and equipping both people for ministries familiar and yet to unfold and communities present and yet to be gathered.

Abide by the current laws and organizational policies and procedures designed and implemented to promote an environment that is free of harassment and other forms of illegal discriminatory behavior in the work place.
ADMISSIONS COUNSELOR
JOB POSTING

EQUAL EMPLOYMENT OPPORTUNITY
The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

JOB LOCATION
616 North Highland Avenue, Pittsburgh, PA 15206

TO APPLY
Interested candidates should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Admissions Counselor Search Committee at enrollmentsearch@pts.edu.

The search committee will begin its review of applications on December 12, 2017. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.