



## **ADMISSIONS COUNSELOR**

**JOB POSTING  
MARCH 2022**

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### **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 and leveraging social media and marketing strategies to generate leads. The Admissions Counselor reports to the Senior Director of Enrollment Services.

### **PRIMARY RESPONSIBILITIES**

#### **Recruiting:**

Will focus on the development and execution of a plan for recruitment based on the use of institutional and industry data. Represents the Seminary coherently and enthusiastically at a wide range of external events. Creates and sustains initiatives for cultivating leads and referrals. Hosts prospective students on campus for interviews and tours. Will engage in conversations about Christian vocation and call while guiding applicants throughout the application process.

#### **Collaboration:**

Works closely with other members of the Enrollment team including graduate student workers. Collaborates with Communications team to execute social media strategy and leverage leads garnered through marketing efforts. Partners with the Director of Technology in optimizing enrollment management software. Connects regularly with the Seminary's faculty and initiative directors to coordinate campus visits. Partners with other Seminary departments in co-hosting recruitment events.

#### **Internal and External Communication:**

Communicates with students throughout the admissions funnel. Utilizes enrollment management software to track communications. Initiates communication with key influencers including alumni/ae, clergy, congregations, undergraduate faculty and denominational leaders. Completes weekly status reports and communicate data to concerned parties.

**Other:**

Participates 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 enrollment team to execute vision for recruiting.
- Eagerness to partner with communications team to innovate marketing and social media strategy.
- 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**

The following is required: 1-3 years of prior experience in higher education admissions; Bachelor's Degree; a connection to a faith community and/or appreciation for theological education; and a commitment to the mission and vision of Pittsburgh Theological Seminary.

Additional skills are preferred: experience in event planning and hospitality, a knowledge of recruiting and enrollment IT systems and an understanding of best practices within social media platforms.

**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 [careers@pts.edu](mailto:careers@pts.edu)

The PTS search committee will begin its review of applications April 15, 2022. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.

**INSTITUTION SUMMARY**

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering master's and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares students 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 denominationally diverse, consisting of Presbyterians, United Methodists, Baptists, Anglicans/Episcopalians, Orthodox, Lutherans, and representatives of a number of other traditions plus nondenominational students.

In 2015, the Seminary successfully completed a \$26 million capital campaign. These funds were used to introduce a reimagined master's-level curriculum, fully renovate the Clifford E. Barbour Library, make other improvements to the physical campus, endow resource programs in urban ministry and world mission, establish the Center for Writing and Learning Support, develop ecclesial partnerships, and invest in new key personnel. All these initiatives reinforced the Seminary's commitment to collaboration, access, resources, and diversity. The Seminary remains committed to key initiatives from the 2020 Strategic Plan, including becoming an antiracist institution, expanding program delivery, and increasing denominational partnerships and engagement, as well as advancing the institutional master plan.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state, and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion, or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job related disability, or any other classification protected under applicable law.