

## Job Description

<b>Employee's Name:</b>	
<b>Job Title:</b>	Director of Admissions
<b>Primary Accountability:</b>	Vice President of Administration & CFO
<b>Department:</b>	Administration
<b>Exempt Status:</b>	Exempt
<b>Position Type:</b>	Full-time, At Will
<b>Employee Type:</b>	Staff
<b>Number of Hours per Week:</b>	40

### Aim:

The Director of Admissions shall earnestly seek to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ, particularly as it relates to the management of the admissions team and the recruitment and enrollment of new undergraduate and graduate students. The Director of Admissions shall maintain a Christian spirit of love and service toward the Bethlehem College & Seminary staff, faculty, and students, in accordance with Bethlehem College & Seminary's mission and *Community Declaration*.

### Qualifications and Requirements:

#### Qualifications

1. The Director of Admissions will meet the spiritual, personal, and character qualifications of an elder found in 1 Timothy 3:1–7 and Titus 1:6–9 and exhibit the fruit of the Spirit as found in Galatians 5:22.
2. He will diligently seek a vital and growing personal relationship with the Lord Jesus. He will be a student of the Scriptures and a man of prayer.
3. He will joyfully embrace the Bethlehem College & Seminary *Affirmation of Faith*, and be able not only to affirm it but to winsomely commend its truths to others.
4. He will gladly agree to the Bethlehem College & Seminary *Community Declaration*.
5. He will manifest support for the leadership of the institution (board of trustees, president's cabinet, and academic dean) in general, and specifically, for their area of focus.

6. He will sign our *Employee Handbook* Acknowledgement Form and must comply with all applicable school policies.
7. He will be a member in good standing of Bethlehem Baptist Church.
8. He will have a graduate degree or be enrolled in a graduate degree program.

### **Knowledge Requirements**

The Director of Admissions should have:

- Proficiency with computers in day to day work (specifically the Apple OS X operating system), including various electronic means of communication.
- Proficiency with Microsoft Office software.
- Proficiency using Google Suite (Preferred).
- Basic proficiency in HTML (Preferred).

### **Work Experience Requirements**

The Director of Admissions should have:

- Proven effective relational and communication skills,
- Proven track record of punctuality and reliability in communication,
- Proven track record of attention to detail and accuracy.
- Preferred minimum of two years prior experience in higher education admissions and marketing or sales.

### **Personal Skills:**

**Attention to Detail:** Thorough when performing work and conscientious about attending to detail; consistently develops systems and procedures for ensuring accuracy.

**Adaptability and Flexibility:** The ability to maintain effectiveness and quickly adapt to change; handles multiple demands simultaneously; accommodates new situations and realities; works well with all levels and types of people, and maximizes limited resources.

**Problem Solving:** Identifies and understands issues, problems, and/or opportunities, and thoroughly delineates the situation that lead to it; compares data from different sources to draw conclusions; generates and evaluates alternatives, and makes recommendations based on facts, constraints and probable consequences; looks to others for input and gets the right people involved; develops an effective plan to address the defined problem and follows-up to ensure that the problem remains solved.

**Systems Thinking:** Thinks in context; knows how one's role relates to others at Bethlehem College & Seminary; appreciates the consequences of specific actions on other parts of the system; demonstrates awareness of the purpose, process, procedures and outcomes of one's work; consistently focuses on the core business of the institution; asks questions that help others to think in a broader context; encourages and rewards collaboration.

**Taking Initiative:** Is a self-starter and works with reasonable direction; acts rather than waits; proactively takes action to meet and exceed work-related objectives; shows enthusiasm, persistence and a “can do” attitude by identifying what needs to be done, then doing it or getting it done through others in a team effort.

**Creativity and Innovation:** Ability and willingness to create new ideas; identifies opportunities to improve efficiency and effectiveness of the organization by changing, adapting or creating different ways to complete tasks and assignments; thinks beyond the boundaries of what is known or proven; able to work with few or no precedents, and to handle related uncertainty.

The Director of Admissions should be able to understand both the recruitment and operations sides of admissions. He should be able to lead a team that works diligently to build relationships and effectively recruit prospective students, while also leading the operations team that processes applications. He should be able to effectively promote Bethlehem College & Seminary at the high school, undergraduate, and graduate levels and have the skill set and ability to effectively manage the admissions processes within the institution.

#### Essential Responsibilities:

The Director of Admissions is responsible for managing and directing the day-to-day operations of the admissions department at Bethlehem College & Seminary. He directly supervises admissions representatives and actively participates as an admissions team member calling on and enrolling new students.

General responsibilities for this position include...

- Being a member in good standing of Bethlehem Baptist Church and a visible participant in the life of the church;
- Having a good grasp and hearty endorsement of the biblical and theological orientation of Bethlehem College & Seminary as expressed in the Bethlehem College & Seminary *Affirmation of Faith*;
- Joyfully managing, administrating, mentoring, serving, and being a regular participant in the body life of Bethlehem College & Seminary in accord with the *Community Declaration*;
- Typically working 40 hours per week.

As Director of Admissions, this person will...

- Lead the admissions staff in both student recruitment and application processing;
- Strategize ways and means to attain established enrollment goals, including ethnic diversity goals;

- Communicate internally with leadership, staff, and faculty, as appropriate about recruitment and admissions, and externally with prospective students and wider constituents;
- Oversee and participate in the implementation of the strategic vision for recruitment and admissions, coordinating with leadership, and executing the plan with admissions and communications staff;
- Complete other tasks and projects as assigned.

**Expectations:**

The Director of Admissions will work an average of 40 hours per week during regular business hours (Monday-Friday, 9am-5pm). Additional hours will be required during conferences and other events. Flexibility is required with regard to desk space, hours, and assignments. This job profile may not include every task that the employee may be asked to perform.

**Key performance outcomes:**

- Achieve enrollment goals for each degree program;
- Provide timely reports and updates regarding the admissions funnel.

**Approved By:**

Human Resources:	D'Evan Porch	Date:	November 09, 2020
Vice President of Admin. & CFO:	Jason Abell	Date:	November 09, 2020
President:	Tim Tomlinson	Date:	November 09, 2020

Vice President of Administration & CFO:

Jason Abell

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Director of Admissions:

Signature \_\_\_\_\_ Date: \_\_\_\_\_