

Wartburg Theological Seminary

Position Description

Title: Director for Admissions

Classification: Exempt

Position Status: Regular Full-Time

Benefits: Health insurance, pension and vacation, sick and holiday pay

Supervisor: Vice President for Leadership Formation

Position Summary:

The Director for Admissions is responsible for leading Wartburg Theological Seminary's (WTS) work in identifying, recruiting, and admitting new candidates for all degrees, the Theological Education for Emerging Ministries (TEEM) programs, certificate programs, and affiliated students. This is a regular full-time exempt position that reports to the Vice President for Leadership Formation.

Major Responsibilities/Activities:

- Recruit a high caliber and diverse student body for all programs.
 - Develop and execute a comprehensive (short term and long term) creative and competitive admissions recruitment and marketing plans with a strong focus on driving new inquiries.
 - Generate online, social media, print, and website content for Admissions in partnership with Director of Communications.
 - Lead online and on campus discernment events.
 - Invite and encourage individual and group visits to WTS.
 - Plan group and individual visits.
 - Plan and participate in necessary travel related to building feeder systems and identifying candidates.
 - Represent Wartburg at various Lutheran colleges, campus ministry programs, outdoor ministry gatherings and camps, and ELCA events.
 - Lead worship, preach, lead Bible studies and retreats, and speak about vocation/discernment as related to the recruitment strategy.
- Engage in regular work with the Department for Vocation and Formation, WTS faculty, staff, and current students as it relates to admissions
 - Plan and manage the recruitment goals and admissions budget utilizing metrics and KPIs to track goal progress.
 - Maintain admissions files.

- Chair the Admissions Committee and ensure the timely review and evaluation of applications.
 - Oversee Jenzebar database, automated communication system, write and pull reports, run daily procedures, and work toward using database to its potential to meet admissions goals.
 - Provide regular reports and analysis to the Vice President for Leadership Formation.
 - Oversee and maintain admissions policies and procedures that are clear and meet accreditation standards.
 - In partnership with the Director of Financial Aid, identify candidates and leverage financial aid that results in a strong incoming class.
 - Oversee the coordination of monthly onboarding newsletter and assist in creating a bridge for incoming students from commit to enroll.
- Engage and participate in strategic initiatives related to recruitment:
 - With the Vice President, work with the strategic initiatives of the institution that relates to Admissions
 - Represent WTS at ELCA Admissions colleagues meetings and ELCA grant activities.
 - Engage in research and evaluation around emerging trends in theological education and admissions integrating insights into the recruitment and marketing plan.
 - Assume other responsibilities as appropriate or as assigned

Supervisory Responsibilities:

- None

Qualifications:

Education, Experience and Skills:

- Bachelor degree required, graduate degree or MDIV/MA preferred.
- ELCA Rostered Minister preferred.
- Ability to maintain strict confidentiality and appropriate boundaries.
- Self-starter with strong organizational skills with emphasis on detail and follow up
- Natural relationship building skills.
- Strong and creative leadership skills.
- Knowledge of the ELCA and a deep appreciation and understanding of a Lutheran theology of vocation and discernment.
- Deep engagement with a life of faith.
- Strong written and verbal communication skills.
- Experience in higher education, specifically in the area of Admissions.
- Strong database/computer skills.
- Readiness for periodic travel.

Work Environment:

This position has frequent interaction with faculty, students, staff and other Wartburg constituents. This position operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Position is Dubuque based.

Position is salaried with periodic travel required and some evening and weekend work necessary.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.