

COLLEGE ENROLLMENT & ACADEMIC ADVISOR

Flatirons Church | Flatirons College

REPORTS TO:

Director of Leadership and Formation

CLASSIFICATION:

FULL-TIME//SALARY//NON PASTORAL//ON-SITE//MON-FRI//INCLUDES HOLIDAY, WEEKEND, AND EVENING HOURS.

WHY THIS ROLE MATTERS

Flatirons isn't just another church, and this isn't just another job. We're building something that demands attention and drives action. If you have a desire to help build a "No Matter What, No Matter Where" culture that inspires others to follow Jesus, we want to hear from you.

RAW AND REAL. FUN. INNOVATIVE

The College Enrollment & Academic Advisor plays a key role in recruiting, enrolling, and supporting students through their academic and formation journey at Flatirons College and the Flatirons Leadership Institute. This position serves as a primary relational touchpoint for prospective and current students—guiding them through enrollment processes, providing academic advising, and offering holistic support that helps students thrive academically, spiritually, and personally.

As Flatirons College operates as a partner site of Southeastern University (SEU), this role will learn and navigate SEU's academic advising systems, policies, and processes to effectively support students within the partnership framework.

WHAT YOU BRING

PERSONAL QUALIFICATIONS:

- Submits your life to God and the authority of His Word.
- Model a commitment to developing the character of Christ.
- Understand and support Flatirons' vision and values; filters decisions through that lens.
- Embrace key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplify qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willingness to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth—spiritual, personal, and professional—and invests in the growth of others
- Uses humor and relational connection to lead well and build a strong team culture.
- Agreement with the Flatirons Community Church Staff Lifestyle Covenant.



PROFESSIONAL QUALIFICATIONS:

- Experience in higher education advising, enrollment, student services, or ministry leadership.
 - Ability and willingness to learn and operate within Southeastern University's academic advising systems.
 - Strong relational and communication skills.
 - High organizational ability with attention to detail.
 - Ability to manage multiple programs, systems, and deadlines simultaneously.
 - Alignment with Flatirons' mission, values, and faith-based approach to formation.
 - Student-centered and service-oriented.
 - Strong follow-through and responsiveness.
 - Ability to translate academic systems and requirements clearly to students.
 - Collaborative, adaptable, and detail-oriented.
 - Comfortable working within a partner-site academic model.
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WHAT YOU'LL DO

Enrollment & Recruiting (College & Leadership Institute)

- Oversee and manage enrollment processes for both Flatirons College and the Flatirons Leadership Institute.
- Serve as the primary point of contact for prospective students throughout inquiry, application, and enrollment.
- Actively recruit and follow up with prospective students through emails, calls, events, and one-on-one conversations.
- Guide applicants through program-specific requirements, timelines, and decision-making for both Flatirons programs and SEU where applicable.
- Partner with marketing and leadership teams to support recruitment strategies, enrollment campaigns, and events.
- Track enrollment goals, applicant progress, and cohort health for both programs.

Academic Advising & Student Support

- Provide academic advising to current students, including course planning, academic progress, and program requirements.
- Help students navigate academic challenges, policies, and expectations.
- Monitor student engagement and academic progress, offering proactive support when concerns arise.
- Serve as a trusted advisor, offering encouragement, accountability, and guidance.
- Connect students to appropriate academic, pastoral, or support resources as needed.

Southeastern University Partnership Support

- Learn and utilize Southeastern University's academic advising systems, platforms, and processes.
- Serve as a liaison between Flatirons College and Southeastern University for student advising and academic coordination.
- Assist students in navigating SEU requirements, deadlines, registration processes, and academic policies.
- Ensure accurate communication and alignment with SEU advisors and partner-site contacts.
- Stay current on SEU updates that impact student advising and enrollment.

Student Experience & Formation Support

- Support a holistic student experience that integrates academic learning with spiritual formation and community.
- Assist students in setting goals related to growth, leadership development, and vocational discernment.
- Partner with College and Leadership Institute staff, instructors, and ministry leaders to ensure a cohesive student experience.
- Participate in student orientations, advising sessions, and formation experiences as needed.

Administrative & Systems Support

- Maintain accurate enrollment data, application records, advising notes, and reporting for both Flatirons College and the Flatirons Leadership Institute.
- Assist with scheduling, course registration, and academic documentation.
- Support continuous improvement of enrollment and advising systems and processes.
- Help ensure compliance with academic policies, timelines, and internal guidelines.

Key Outcomes

- Healthy enrollment numbers and well-supported cohorts for Flatirons College and the Flatirons Leadership Institute.
- Students who feel supported and confident navigating both Flatirons and SEU systems.
- Clear academic pathways and improved student retention.
- Strong coordination and communication between Flatirons College, the Leadership Institute, and Southeastern University.

COMPENSATION & BENEFITS:

- **STARTING SALARY** \$50,000 - \$60,000 – We recognize the value of your skills and dedication as we work together to bring the awesome life of Christ to a lost and broken world. Our salary range is designed to reflect your expertise and commitment to our mission.
- **HEALTH COVERAGE** – Enjoy peace of mind knowing you're covered. We offer 100% paid Health, Dental, and Disability Insurance for you and your family through Flatirons. You can also customize your coverage with optional buy-up options, including voluntary insurance coverages, ensuring you're supported in every aspect of life.
- **TIME OFF** – We believe in the importance of rest and renewal. You'll receive 3 weeks of Paid Time Off (PTO) each year to recharge, plus an extra week after Christmas services so you can truly unwind and spend time with loved ones.
- **RETIREMENT** – Your future matters as we work together to share Christ's love. Take advantage of our 403(b)-retirement plan with a generous matching contribution of up to 10% of your salary, so you can plan for tomorrow, today.
- **ACADEMY DISCOUNT** – We're committed to your growth of and the growth of your family. That's why we offer a tuition discount at Flatirons Academy to develop your kids' faith and knowledge.