



Position title: Admissions Representative

Reports to: Associate Dean of Admissions and Student Services

Summary:

The Admissions Representative is responsible for the day-to-day activities related to recruitment and enrollment operations with an emphasis on building relationships with prospective students from inquiry to matriculation. Essential to the position are excellent customer service instincts with outstanding oral and written communication skills. The ideal candidate has experience working in higher education or similar academic environment in admissions and knowledge of graduate theological education. The candidate has outstanding organization and project management skills, is personable and organized, and possesses a high attention to detail and accuracy. The Admissions Representative works well within a team as well as works independently using initiative, judgment, and discretion. Independent travel is required, both within the Denver metro area and nationally.

Required Qualifications:

- Bachelor's Degree from an accredited institution.
- Knowledge of graduate theological education; familiarity with various denominations and church institutions.
- High degree of relational ability and sophistication.
- Experience managing multiple responsibilities in an organized and efficient manner, while working collaboratively, analytically, intuitively, and professionally.
- Technologically proficient with the skills relevant to the position, including the school's intricate database system, Canvas, electronic mail, database entry, word, spreadsheets, graphics, Google Drive, etc. and other platforms.

Preferred Qualifications:

- Master's Degree (or nearing completion) from an accredited college or university in a related field. Examples include, but are not limited to, any theological degree, social work, counseling, education, and certain humanities programs.
- Experience working in higher education or similar academic environment in admissions, enrollment, and/or student programs.
- A thorough understanding of Iliff's programs, ethos, and identity.
- Experience with graduate enrollment strategies, tracking, and statistics.

Primary Responsibilities:

1. Day-to-day enrollment project management activities including but not limited to campus visits, recruitment events, email, mailings, phone calls, processing admissions documentation, preparing admission files, assisting with reviewing admissions files, providing recommendations about the student applicants, advising prospective students about Iliff's programs, the admissions process, financial aid, and the professional opportunities that exist beyond graduation.
2. Enter student information in the database of candidate stages, biographical information, degree choices and academic year timelines, etc.
3. Organize and train student workers (Iliff Ambassadors) to assist with prospective student campus

visits, student orientation, and special events.

4. Administer and analyze regular enrollment reports.
5. Recruitment including assisting with the overall strategic recruitment plans by securing events with registration and communication with institutions of higher education, conferences, nonprofit organizations, denominational conferences, and other agencies.
6. Assist in the development of communication and marketing materials/brochures/flyers to promote recruitment programs and activities.
7. Maintain knowledge of contemporary enrollment management practices, trends in graduate theological education, and have up-to-date familiarity with best practices for recruitment.
8. Assist with new student orientation, including orientating students to the online learning management system.

Work Environment

- Office—Responsibilities are generally performed in an office environment, involving use of the computer, telephone, mobile devices, fax and other office equipment.
- Schedule—Monday-Friday between the hours of 8:30am-5:00pm. Meetings, events and contact with current and prospective students requires ability to work flexible schedules beyond the regular workday and attending some evening or weekend functions. Work volume may fluctuate with the academic year.
- Travel—Independent travel is required, both within the Denver metro area and nationally. Overnight travel including nights and weekends. 20-40 days per year. Must have a valid driver's license. Must meet the requirements to drive rental cars.
- Physical—Good manual dexterity, eye-hand coordination and ability to use hands in quick, repetitive motion is required to perform keyboarding applications and operate common office equipment such as telephone, fax and photocopier. Light physical activity including occasional bending, squatting, walking and lifting light-weight materials. Ability to independently travel with up to 35 pounds of recruitment materials to local and national events.

The Iliff School of Theology is an equal opportunity employer and as such prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, mental or physical disability, genetic information, ancestry, sexual orientation, gender expression, creed, pregnancy, marital status, veteran status, or other legally protected statuses. All applicants and employees are treated equally according to their qualifications, abilities, and experience in conducting all personnel actions and procedures including, but not limited to, recruitment, hiring, placement, training, discipline, transfer, promotion, benefits, layoff, leaves of absence, compensation, and all other terms and conditions of employment. For more information, visit us at www.iliff.edu. Applications should include a letter and resume to humanresources@iliff.edu by January 12, 2019.