



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

ADMISSIONS COUNSELOR

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. 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 comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

Pittsburgh Theological Seminary seeks an Admissions Counselor who will help prospective graduate students discern furthering their theological education. The counselor will ensure timely, professional communication with prospective students, organize application materials, staff recruitment events, and garner data to facilitate meeting enrollment benchmarks. The Admissions Counselor reports to the Associate Dean of Enrollment Management and will routinely collaborate within the larger institution to attract and enroll new students.

ESSENTIAL RESPONSIBILITIES

- Communication (40%)
 - o Communicate with students throughout the admissions funnel through a combination of timely and professional email, phone, print and text outreach.
 - o Guide prospective students to appropriate Master's, graduate certificate and doctoral programs.
 - o Organize application material submission and provide status updates in advance of admissions deadlines.
 - o Document communication to facilitate exceptional customer service.
 - o Utilize weekly enrollment funnel data to plan and execute pertinent communication outreach.
- Enrollment System Processes (30%)
 - o Utilize enrollment management software to input leads, process applications, track application requirements and facilitate automated email outreach.
 - o Run and analyze data reports to support enrollment strategy.
- Recruitment (20%)
 - o Represent the Seminary coherently and enthusiastically at a wide range of external events.
 - o Travel to staff recruitment events locally and nationally (10%).
 - o Create and sustain initiatives for cultivating leads and referrals.
 - o Host prospective students for virtual and on-campus tours.
 - o Engage in conversations about Christian vocation, call and faith-based leadership

- Collaboration (10%)
 - o Work closely with other members of the enrollment team including graduate student workers to support enrollment in all credit-bearing programs.
 - o Connect regularly with the Seminary's faculty and staff to coordinate institution-wide approach to enrollment.
 - o Partner with other Seminary departments in co-hosting recruitment events.
- Other
 - o Participate fully in the life of the Seminary, including worship, community life events, and relevant committee work.

QUALIFICATIONS/REQUIREMENTS

- Desire to guide prospective students in discernment while sharing information about programmatic offerings.
- Commitment to increasing diversity in theological education.
- Ability to collaborate with members of the enrollment team to execute vision for recruiting to meet enrollment benchmarks.
- Collaborative orientation to foster an institution-wide approach to enrollment.
- Passion for, and knowledge of, theological education.
- Excellent written and oral communication skills.
- Strong organizational skills and attention to detail.
- Facility with enrollment management software.

EDUCATION/TRAINING EXPERIENCE

- Required
 - o 1-3 years of prior experience in higher education admissions or relevant ministry or non-profit work.
 - o Bachelor's Degree.
 - o Connection to a faith community and/or appreciation for theological education.
 - o Commitment to the mission and vision of Pittsburgh Theological Seminary.
- Preferred
 - o Knowledge of enrollment management software.
 - o Facility with Microsoft Office suite.

WORK ENVIRONMENT

Hybrid: in office 3 days a week (T-Th); remote work 2 days a week (M and F). Occasional evening work and travel (10%) will be required.

EQUAL OPPORTUNITY EMPLOYMENT

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

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. Women, BIPOC, and candidates from underrepresented communities are encouraged to apply.

The search committee will begin its review of applications on **September 23, 2024**. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.