

**Northern Seminary**  
**Position Description**  
**Director of Enrollment**

**Department:** Student Services

**Reports to:** Senior Exec Director of  
Student Services

**Status:** Full-time, Exempt

**Position Summary:**

The Director of Enrollment is responsible for the planning and implementation of annual enrollment management and retention strategies for the Seminary and works with the day-to-day follow up of prospective, admitted, and enrolled students. This person travels for promotional events and manages a half time director of admissions. In addition, the Director works with Advancement and Communication offices in the development of communication and marketing strategies and the creation of strategic plans leading to relationship building with all seminary constituencies.

**Qualifications:**

This leader will be deeply committed to the mission, vision, and broad evangelical commitments of Northern Seminary. They will communicate the mission and vision of Northern Seminary with enthusiasm to prospective and current students, donors, alumni, and churches. The Director will be responsible for designing a comprehensive enrollment strategy plan for the institution and be skilled in developing and achieving ambitious enrollment goals at both the master's and doctoral level. This person will be a key leader within the institution.

Preferably, this person will have experience in recruitment in Christian higher education.

Significant experience and understanding of the admissions process for higher education, including the development and implementation of strategies for follow up with churches, schools, current students, and alumni in an effort to build personal relationships and increase seminary enrollment and retention.

**Core Competencies:**

- **Agreement.** Complies with the Seminary Faith and Community Standard statements, including a commitment to women as senior pastors and racial and gender equity and inclusion.
- **Interpersonal Relationships.** Promotes harmony and cooperation within working relationships; receives and makes assignments well; effectively addresses and resolves conflicts with others.
- **Initiative and Self-Reliance.** Takes action without direction; uses sound judgment in decision making; looks for new and better ways to accomplish goals.
- **Trust and Integrity.** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; practices what he or she preaches.
- **Compliance.** Complies with all federal guidelines related to FERPA and Higher Education.
- **Communication.** Excellent written and oral communication skills.
- **Technology.** Technologically fluent and able to use Raiser's Edge or similar database.
- **Teamwork.** Comfortable working in a team environment.

- **Synchronous Learning.** Experience with and support of synchronous learning for classrooms.

**Responsibilities:**

- Set annual goals for student recruitment, inquiry generation, and application yield which enable the seminary to achieve stated recruitment and retention goals.
- Utilize automated recruitment tools which enable the seminary to achieve timely and consistent contact by phone, e-mail, and mail communication with prospective students, from initial contact through matriculation.
- Conducting research and gather data which will assist in decision making.
- Contact directly no fewer than 10 persons per week and have significant face time with 5 prospective students per week.
- Marketing and advertise initiatives and measuring their effectiveness.
- Work with the Director of Student Services in the development and implementation of the seminary student retention plan, the work of assessing and developing financial aid and scholarship policies which support the enrollment goals of the institution, and revamping financial aid systems when needed.
- Serve on scholarship team and oversee recruiting scholarships process including but not limited to the Presidential, Perkins, and Baugh scholars programs.
- Offer a holistic process and development of students from admissions to placement in ministry following graduation.
- Work with faculty to recruit and retain students in the 5-year B.A./M.Div.
- Work collaboratively with a team of program directors to recruit and retain students in the areas of Urban Leadership, Worship, and Christian Community Development.
- Assist placement director to facilitate church placement to prospective students.
- Work with Student Services office to locate housing for prospective students.
- Assist program director to recruit and train pastors and church planters.
- Work with President's office to build network of Pastors to recruit new students.
- Work with Academic Dean's office to develop Northern Live to provide ongoing church training and skills (Advancement and Enrollment/Marketing).
- Work with current students and alumni to recruit new students to Northern.

**Working Conditions:**

- Staff meetings are monthly.
- Must be available on weekends to engage with students as needed.
- Must be able to travel outside of Chicagoland via plane in order to engage with donors.
- Ability to work in a fast paced and stressful office environment.
- Must be able to use computer and interface with technology at a desk and via mobile technology.
- Must be able to lift more than 35 pounds and set up a "convention style" booth.
- Must provide own form of transportation.

**Equal Opportunity Employer/Statement of Faith:**

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern's statement of faith and standard of conduct.

Applicants should email a cover letter and resume, describing the candidate's experience as relevant to the position. Applications will be reviewed on a rolling basis and will continue until the position is filled.

Northern's vision is to lead the church and engage the world by providing sustainable facilities, training successful students and strengthening churches.

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