Admissions Associate

Responsibilities
- Assist with coordination of recruiting efforts for the Master of Arts (Religion) (M.A.R.), Master of Divinity (M.Div.), Master of Arts in Youth Ministry (M.A.Y.M.), Doctor of Ministry (D.Min.) and certificate programs at Memphis Theological Seminary (MTS).
- Identify and track potential students suitable for enrollment in the above-named programs of study.
- Counsel prospective applicants on the admissions process and opportunities at MTS, including, but not limited to maintaining correspondence, and one-on-one admissions counseling to a diverse population occurring by in-person appointments, walk ins telephone calls, and e-mails.
- Check online information request form daily for prospects, respond to prospects, and enter information into Insightly.
- Enter applicant’s paper or online application information into CAMS.
- Administer Admission Admittance test to all applications with low GPA or no degree.
- Assist in the collection, compilation, and evaluation of statistics related to admissions and the admissions process.
- Assist in the management of ongoing strategic communications with colleges, judicatories, conferences, perspective students, mentors, including telephone calls, e-mail, print, and other media.
- Actively utilize social media to sustain relationships with prospective students.
- Assist with the development of New Student Orientation, Preview Days, and other programs to assist and identify potential and newly admitted students.
- Coordinate and contribute to the success of various student visits and visiting programs designed to target prospective applicants to MTS.
- Represent the Admissions Office at events and functions, particularly with colleges, universities, judicatories, conferences, graduate fairs, alumni representatives and other related venues with the ability to yield potential students for the above-named programs of study at MTS.
- Perform other tasks as needed as part of a comprehensive Admissions and Recruiting program for Memphis Theological Seminary.
- Travel to various locations and load and transport admissions materials, displays and other equipment. Evening and weekend hours may be required, especially during meetings of various judicatories, conventions and conferences.
- Represent MTS and the admissions profession in a positive manner to diverse populations through a strong, student-centered ethic, taking care to respect various individual calls to ministry and religious traditions.

Accountability
The Admissions Associate is directly accountable to the Director of Admissions and will be evaluated annually by the same.