

United Theological Seminary Job Description

Job Title: Admissions Associate (Full Time)

Department: Enrollment Management

Reports to: Vice President for Enrollment

Prepared by: Bridget Weatherspoon

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Approved by Supervisor: _____ (initials) **Date:** _____

Updated: 3/31/22

Approved by President: _____ (initials) **Date:** _____

FLSA Status: Hourly - Non-Exempt

Summary

Facilitates admissions procedures primarily related to prospects and inquires, provides input relating to designated enrollment management reporting, supports specific admission functions in conjunction with the early stage of the admissions process.

Essential Duties and Responsibilities

- Conducts timely communication with inquires via telephone and email generated tasks
- Works with the Vice-President for Enrollment in the development and dissemination of enrollment management related analytics
- Tracks all requests for information regarding admittance to the Seminary, provides support for inquiry response.
- Maintains prospective student database through Sales Force (CRM) and files all inquiry forms appropriately. Maintains all applicants' information in campus-wide computer network.
- Provides administrative support, which include:
 - coordination of mailings to prospective students referral sources or agencies
 - On-campus or off-campus recruiting events (minimal travel)
 - Prospective student response activities
 - Works directly with Vice-President For Enrollment in helping prospective students through the application process
 - Works directly with Vice-President For Enrollment to evaluate transcripts for prospective students
 - Works closely with Registrar Office and Student Success department to insure registration of new students
 - Work closely with Doctor of Ministry Administrative Assistant during Doctor of Ministry Intensives.
 - On Campus tours
 - Other duties as assigned
 - Coordinate spring and fall Masters and Doctorate Open House

Inventories and maintains departmental supplies, including promotional literature, and communicates the need for timely re-orders with the Communications Office.

Attends appropriate training workshops and or conferences as determined by Vice President for Enrollment.

Maintain the highest standards of professionalism, including professional attire, in representing the seminary both on campus or off for campus events.

Supervisory Responsibilities

None

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other qualifications include the ability to perform detailed clerical work, dependability and self-directed in daily tasks, and working knowledge of MS Office software.

Education and/or Experience

Associate's degree or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience. Bachelor's degree preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Analytical Skills

Ability to use a computer software program to develop and publish reports, manage and analyze data. Experience in data mining, data entry and on demand reporting capabilities. Experience working with a CRM system to manage client contact and follow up is a plus. Previous experience in a data analyst role is a plus.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Interpersonal Skills

Ability to relate well to all persons without discrimination regarding race, ethnicity, religion, gender, age, national origin, ancestry, disability, sexual orientation, marital status, parental status, veteran status or economic status.

Minimum Technology Skills

Use of latest Microsoft® Office software for word processing and spreadsheets in a Microsoft® Office network.

Use of Google Plus for email

Basic proficiency in: composing emails, spell check, use of email Global Address List (GAL), create/use email folders, manage email contacts, manage email calendar, make/update email appointments, compose documents, print, mail merge, use headers/footers, insert graphic image, basic outlining, insert simple grid or graph, manage versioning, organize/manage digital file folders, set up spreadsheet, and basic arithmetic with rows and columns.

Minimum Requirements

Email Client: Microsoft® Outlook (2007 or 2010) used in a Microsoft® networked environment

Skill level required: Basic proficiency which includes:

- Compose email message
- Spell check
- Make use of Global Address List (GAL)
- Know how to organize and use mail folders
- Manage contacts folder
- Manage Calendar – make/update appointments

Word Processing: Microsoft® Word used in a Microsoft® networked environment

Skill level required: Basic proficiency which includes:

- Compose documents
- Spell check
- Printing
- Mail merge
- Use headers/footers
- Insert graphic image
- Basic outlining
- Insert simple Excel grid or graph
- Manage versioning
- Organize and manage folders

Spreadsheet: Microsoft® Excel used in a Microsoft® networked environment

Skill level required: Intermediate proficiency which includes

- Set up simple and complex spreadsheets
- Basic and intermediate Excel functions (e.g. Arithmetic, Financial, Statistical, Reference, Dates, IF, H&VLOOKUP, text parsing)
- Pivot and Data Tables (1 and 2 way)
- Spell check
- Use headers/footers
- Printing
- Insert graphic image
- Organize and manage folders
- Building charts and graphs