



JOB DESCRIPTION



| INFORMATION | | | |
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| Job Title | <i>Admissions Counselor – Spanish</i> | EEOC Job Classification | Professionals |
| | | FLSA Classification | Non-exempt |
| Department | Seminary Enrollment | W/C Classification | 8810 – Clerical |
| Reports To | Admissions Coordinator | Effective Date | 11/14/2020 |

| SUMMARY |
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| The Master's Seminary is seeking a Spanish-speaking admissions counselor to serve prospective students from the point of initial contact until they are an on-campus or online student. Counselors need to have an intimate knowledge of all TMS programs (IDEX/MMB/Dip.Th/B.Th/M.Div/Th.M/D.Min/Ph.D), in addition to the Spanish Master of Arts in Biblical Ministry. |

| ESSENTIAL JOB FUNCTIONS |
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| <p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none">• Recruits prospective students by contacting prospects, explaining courses offered by the Seminary, and quoting fees.• Responds to inquiry calls and emails regarding detailed questions about the programs, financial aid, student life, etc.• Schedules and hosts various recruitment activities at Seminary fairs, churches, conferences, etc.• Prepares correspondence, letters and emails to new inquiries.• Completes daily computer data entry in recruitment database to assist in tracking new inquiries.• Keeps a detailed log of contacts and monitors the level of and changes in students' interests.• Counsels, advises, and assists prospective students through the enrollment and financial aid process. Registers new students for first semester courses.• Performs preliminary transcript assessment to determine students' potential enrollment status and transfer credits (if any) from other institutions.• Conducts campus tours for visiting students and families. Interacts with faculty, coaches, staff, and administration to coordinate successful campus visits.• Functions as the designated contract person for the Spanish Language Program.• Perform other miscellaneous job-related duties as assigned. |

| QUALIFICATIONS |
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| <ul style="list-style-type: none">• Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.• Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.• Exercise confidentiality, good judgment and discernment.• Commitment to respect and submit to departmental and Institutional leadership.• Ability to compose, proofread and edit correspondence.• Possess excellent organizational skills. |

- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Bachelor's/Associate's degree in related field and/or sales/commercial experience required
- Fluent in reading and writing both the English and Spanish language.
- One year of experience in an educational institution preferred.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook.
- Technically proficient to work with TargetX.

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.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- Occasional travel is involved including overnight stays.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.