



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<b>Admissions Counselor</b>	<b>Wkly. Hrs./Weeks:</b>	40/52
<b>Department:</b>	Admissions	<b>Pay Grade:</b>	
<b>Reports To:</b>	Director of Admissions and Student Relations	<b>Classification</b>	Full Time
		<b>Effective Date:</b>	6-1-2019

## SUMMARY

The Master's Seminary is seeking an Admissions Counselor to serve prospective students from the point of initial contact until they are an on-campus student. Counselors need to have an intimate knowledge of all TMS programs (Dip.Th/B.Th/M.Div/Th.M/D.Min/Ph.D), excellent people skills, and a strong work ethic.

## ESSENTIAL FUNCTIONS

- Recruits prospective students by contacting prospects, explaining TMS programs, quoting fees, and answering questions and concerns.
- 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.
- Responds to new inquiries via phone, email, and instant messaging platform.
- Completes daily computer data entry in recruitment database to assist in tracking new inquiries.
- Keeps a detailed log of contacts and monitors student interest.
- Counsels, advises, and assists prospective students through the enrollment and financial aid process.
- 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.
- Regular attendance and travel are required.
- Other duties as assigned.

## COMPETENCIES

- Excellent interpersonal communication skills.
- Familiarity with The Master's Seminary.
- Must be able to travel to various locations and do presentations on the benefits of receiving an education from The Master's Seminary.
- Detail oriented.
- Must be able to work in a high paced office environment.
- Has to be outgoing and extremely personable.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Education: Bachelor's degree preferred.
- Excellent writing skills.
- Must be able to type approximately 60 words per minute.
- Experience: 1+ years in an educational institution preferred
- 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.

- Proficient computer skills.
- Basic mathematics and accounting knowledge is necessary.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Self-motivated and proactive in communication with prospective students.
- Ability to multitask in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

### WORKING CONDITIONS

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 50lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

### ADDITIONAL INFORMATION

#### *Minimum Conditions for Beginning Employment:*

Prior to beginning employment, in accordance with The Master's University and Seminary policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

*If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.*

*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.*

### APPLICATION PROCESS

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email ([humanresources@masters.edu](mailto:humanresources@masters.edu)) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

#### Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University or Seminary. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

#### Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.