



JOB DESCRIPTION



INFORMATION			
Job Title	<i>Enrollment Specialist: Recruiter</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt
Department	Online Program Administration	W/C Classification	8868 – Administration/Faculty
Reports To	Director of Marketing and Enrollment: TMU Online Education	Compensation	TBD

SUMMARY
This role is responsible for the recruitment of new and returning students for The Master's University Online Programs.

ESSENTIAL JOB FUNCTIONS
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none">• Participates in the development of online student recruitment and strategies• Meet aggressive enrollment targets• Ability to manage multiple customer inquiries• Ability to develop customer relationships and assist in the decision to enroll at TMU.• Maintains a CRM of prospective students.• Assists in creating resource materials for student recruitment programs and analyzes trends in recruitment• Prepares weekly recruiting reports• Responds to inquiries from students.• Assists in creating goals and objectives for the online program recruitment; and administers methods and procedures to enhance operations, as appropriate to the department.• Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS
<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 communicate effectively, both orally and in writing.• Ability to gather data, compile information, and prepare reports.• Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.• Ability to develop, plan, and implement short- and long-range goals.• Knowledge of student recruitment and retention issues.

- Ability to plan, assess, and evaluate programs.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Organizing and coordinating skills.
- Skill in the configuration and use of computerized database programs.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Bachelor's degree preferred.
- Two years of experience with recruitment in higher ed preferred.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook.

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 may be required 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.