

POSITION DESCRIPTION

**Position Title: ACTS SEMINARIES GRADUATE ENROLMENT ADVISOR
(MATERNITY LEAVE CONTRACT – ONE YEAR)**

Position Summary

This is a full-time maternity leave contract position responsible for recruiting, follow-up and enrolment processing of applicants to ACTS Seminaries. This position works primarily with international applicants to our Mandarin-language and Korean-language programs. Three main responsibilities of this position include: 1) finding and recruiting prospective students, 2) timely communication with prospective student contacts, and 3) effective advising for applicants throughout the admission and enrolment process. Supervision is provided by the International Student Enrolment Advisor and the Director of Admissions. The position also coordinates with the Mandarin and Korean programs as needed to ensure effective coordination for recruiting, advising and enrolment. Must be fluent in Mandarin and English. Fluency in Korean would be an asset.

Duties & Responsibilities

Recruiting

1. Develop relationships with prospective students through contact by phone, email, letter or on-campus/off-campus visits. Provide personal, individual admission counselling to prospective students.
2. Participate in the planning and implementation of information sessions and seminars/workshops to promote the Mandarin program, Korean program and other ACTS programs. Gather contact information from prospective students through visits to churches, conferences and any other appropriate event.
3. Work with the Enrolment and Marketing Team to identify and implement current and effective sales tools and materials. Assist in the co-ordination of automated communication flow as it relates to recruiting prospective graduate students.
4. Work with the Mandarin program and Korean program to learn the key characteristics of the assigned recruiting territory, including demographic information, key churches, influencers and other sources of prospective students.

Admissions

1. Under the supervision of the International Student Enrolment Advisor, develop and maintain prospective student contacts with the goal of producing applicants. Manage assigned admission responsibilities and provide input on goals for all stages of admission funnel.
2. Assist in the process of application file building and evaluation. Liaise with Data Services to ensure the application process is responsive to the admission decision process.
3. Maintain relationships with current students as appropriate. This may include assistance with course selection, coordination with TWU registrar's office, connecting with faculty advisors and other actions to enhance the ACTS student experience.

General

Act in a manner that exemplifies Jesus Christ in all on and off campus contacts, thereby living out the mission of the consortium and displaying servant leadership.

Supervision

Given: None
Received: ACTS International Student Enrolment Advisor

Job Standards/Requirements

Education: Bachelor degree required. Graduate theological studies would be an asset.

Experience: Experience in a post-secondary admissions office, or equivalent sales or administrative experience is preferred. Graduate admissions and/or theological educational experience would be an asset.

Equipment: PC and other normal office equipment

Skills: Fluent in Mandarin and English. Fluency in Korean would be an asset. Excellent interpersonal skills with a wide range of students, staff, faculty, and other off-campus contacts using well-developed discernment and listening skills. Understanding of sales and marketing processes. Strong capacity for managing organized systems and disciplined contact follow up. Strong organizational, problem solving and sound decision making abilities.

Personal: *Warm-hearted, committed, dedicated and mature evangelical Christian with a keen desire to serve in work, church, family and community. Firm commitment to the Community Covenant used by all individuals associated with ACTS Seminaries. Whole-hearted affirmation of the statement of faith from one of the ACTS Seminaries. Impeccable character and reputation. Positive and progressive outlook in the midst of a busy and challenging atmosphere.*

Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.

To apply:

Send resume, cover letter (including salary expectations) and short statement regarding your personal faith journey (max 250 words) to acts@twu.ca.

We thank you for your interest. Only those selected for an interview will be contacted.