

Director of Graduate Admissions

Department	Admissions	
Reports to	Vice President of Enrollment Management	
Supervises	NA	
Level/Grade	Type of position	40+ hours per week
	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Non-Exempt

GENERAL DESCRIPTION

Central Christian College of the Bible exist to educate biblical servants for a faithful life of kingdom ministry.

Reporting to the Vice President of Enrollment Management, it is the task of the Director of Graduate Admissions to lead the admission team's efforts to ensure that Central's mission is communicated to potential graduate students, church leaders, and other people of influence, in local churches, schools, camps, conferences, retreats, and other appropriate places to recruit and enroll qualified potential students.

The following duties of the Director of Graduate Admissions are listed below and are not limited to:

- Work with the VP EM to create graduate admissions' organizational strategies by contributing information, analysis, and recommendations to strategic thinking and direction, establishing functional and tactical objectives in line with the institutional enrollment plan.
- Contribute to graduate admissions' operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; resolving problems; implementing change.
- Promote the College and attract new students by developing and maintaining working relationships with college/university undergraduate programs than can promote CCCB graduate opportunities, working closely with the donor relations department to develop contacts and referrals.
- Work with the offices of the registrar and financial aid to facilitate new graduate student enrollment and contribute to advising on financial aid and retention issues.
- Creative problem solver and adaptive to new directions as new opportunities arise.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations that will enhance and support professional development.
- Contribute to graduate marketing materials and their development including social media.
- Travel for the college as needed for work recruiting purposes.
- Expected to be in attendance for grad intensive week classes.
- Manage the graduate enrollment funnel at all stages by engaging in regular contact with prospective and enrolling students.
- Collaborate with the academic office to ensure sound policy and practices to move students through the enrollment funnel.
- Position is eligible to work from home but must be able to get to our St. Louis or Cincinnati campus with ease.
- May be eligible to teach at Central on a limited basis.

Other Responsibilities

- All other duties as assigned.

KNOWLEDGE AND SKILLS

- Maintains a dynamic, consistent, and growing relationship with Jesus Christ.
- Is characterized in every aspect of life and ministry by purity, integrity, and self-control.
- Commitment to and understanding of the mission, philosophy, and doctrinal statement of CCCB and can communicate such through personal contacts and speaking opportunities.
- Possess strong written and interpersonal skills, strong relational skills, is organized, self-disciplined, self-motivated, intuitive, and a critical thinker.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization, including external individual groups such as students, parents, churches, contractual partners, etc.
- Work requires continual attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines.
- Must feel comfortable developing relationships with potential students through varied modes of communication including texting, email, video, and phone work.
- Must be able to contribute to the work environment by being able to juggle multiple competing tasks and demands.
- Can operate within the department budget guidelines.
- An understanding of statistics, admission requirements and procedures, school funding, and financial aid processes.
- Ability to analyze and interpret data to make decisions on recruitment strategies.
- Is completely committed to the admissions and recruitment philosophies, including the ministry spirit that is uniquely at Central Christian College of the Bible.
- Complete support of and willing adherence to Central Christian College of the Bible's mission, vision, and core values. Applicant must hold these standards as his/her own.

PHYSICAL REQUIREMENTS

- Able to sit and work at desk/computer for extended periods
- Able to lift containers of files (10-15 pounds) on occasion

EDUCATION/POSITION REQUIREMENTS

- **Preferred requirements:** Master's degree and 5 years in admissions or higher education related field.
- **Minimum requirements:** Valid Class E Driver's license may be required to transport students. A minimum 3-5 years of experience in management or sales. Must have a working knowledge of a variety of computer software applications including word processing, spreadsheets, database, and presentation software (including but not limited to MSWord, Excel, Access, PowerPoint, SIS such as Populi, and a CRM such as Salesforce).

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

ACCEPTANCE

I have read this job description, understand, and accept these duties, and agree to carry out the assigned duties to the best of my abilities in the best interest of Central Christian College of the Bible and my fellow coworkers. I also have read, understand, and will, to the best of my abilities, follow and adhere to the Central Christian College of the Bible's management structure, Central Christian College of the Bible's mission, vision, core values, and policies. I will respect those above and under my leadership according to Central Christian College of the Bible's code of conduct and code of ethics.

EMPLOYEE (PRINT)	EMPLOYEE (SIGNATURE)	DATE
SUPERVISOR (PRINT)	SUPERVISOR (SIGNATURE)	DATE