



COVENANT COLLEGE

IN ALL THINGS CHRIST PREEMINENT

Assistant Director of Admissions - Relationship Manager

Summary: The Assistant Director of Admissions Recruitment is responsible for the successful completion of an annual strategic student recruitment plan in his/her assigned region. The Assistant Director of Admissions Recruitment is also responsible for managing key constituent relationships for the benefit of the college, and assists in leading the Admissions Counselor team.

Duties:

1. Move a segment of regional student prospects to matriculates, being held accountable for measurable yields and all necessary communication to affect the overall college recruitment goals.
2. Manage strategic working relationships with a select group of churches, high schools and alumni in a particular region. Build a strong support network with Covenant's owning denomination, the Presbyterian Church in America (PCA), and specific Para-church organizations.
3. Organize, develop, and train a new Admission Ambassador program. Including an annual on campus event to train, and network.
4. Assist in leading the Admissions Counselor team. Assist in hiring, training and mentoring new Admissions Counselors. Support ongoing seasonal training. Represent points of concern from the Admissions Counselors to the Enrollment Leadership team as needed. Assist in day to day tasks of the admission counselor team, including support in travel arrangements.
5. Fulfill other such duties as assigned by the Associate Director of Admissions.

Requirements:

1. Bachelor's degree; graduate of Covenant College preferred.
2. Either 4 or more years experience in the Covenant College Admissions Office, typically involving progression to level three of the Admissions Counselor Development Plan

- (ACDP); **OR** a proven recruiting record, with similar outcomes, at a like-minded institution for 4 or more years; **OR** a combination of other relevant work experience.
3. Working knowledge of Covenant's philosophy of education, history, academic and co-curricular program, and core learning outcomes. Strong understanding of the Presbyterian Church in America (PCA) and its core doctrines.
 4. Be available to work some evenings and weekends.

Core Competencies:

1. Ability to create a sphere of influence with a wide variety of student prospects, and adult constituents.
2. Proactive, process-oriented and excited to work towards individual goals.
3. Able to work as a member of a team with ownership of office and institution-wide goals.
4. Ability and desire to work with students from diverse racial, ethnic and cultural backgrounds.
5. Strong personal communication skills; word-processing and computer aptitude.
6. Ability to prioritize tasks and to be flexible with a changing workload.

APPLICATION PROCESS

Interested applicants should apply at <https://www.covenant.edu/about/employment> and provide a resume and a statement of faith or Christian experience. Review of applicants will begin immediately and continue until the position is filled.

<https://covenant.workbrightats.com/jobs/791991.html>