



Westminster
Seminary California

Director of Admissions & Alumni Relations

Full-Time

Annual Pay Range: \$66,000 to \$85,000; pay is commensurate with experience

Review of Applications: Immediately

[Westminster Seminary California](#) invites applications and nominations for the position of **Director of Admissions & Alumni Relations**. Westminster Seminary California (WSC) seeks a dynamic and experienced professional to lead our new student recruitment efforts to attract qualified seminarians to meet WSC's enrollment goals. Under the supervision of the Academic Dean, the new Director of Admissions & Alumni Relations will direct institutional efforts in recruitment, admissions marketing and advertising, financial aid, housing placement, vocational pathways for graduates, and alumni affairs. The Director will collaborate with other departments to support the overall mission of the Seminary and represent WSC at various conferences, recruitment, and alumni events.

RESPONSIBILITIES:

LEADERSHIP & SERVICE

- Supervise WSC Enrollment Staff
- Lead the WSC Enrollment Management Committee
- Serve on WSC Financial Aid Committee
- Serve on WSC Housing Placement Committee
- Collaborate with the Academic Dean to develop and implement strategies for greater institutional effectiveness
- Collaborate with the Academic Dean and Vice President of Finance & Operations to set and maintain department budget

STORYTELLING & RELATIONSHIPS

- Know and tell the WSC Story
- Establish and cultivate positive relationships with prospective students
- Effectively network with alumni and church/campus leaders
- Represent WSC at various conferences and other recruitment events
- Supervise campus visits and admissions application processing
- Maintain confidentiality of sensitive student information



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STRATEGY & ANALYSIS

- Oversee development and execution of an Admissions and Recruiting Strategic Plan
- Oversee and implement International Student Recruitment Strategy
- Oversee development and implementation of effective admissions marketing and advertising strategies including social media campaigns, digital marketing, web presence, and other advertising opportunities
- Oversee development and implementation of an effective Alumni Relations Strategy
- Oversee the collection, analysis, and reporting of Enrollment Management data, including contact management procedures and prospective student communications and databases

SPECIAL TASKS

- Supervise all communications with prospective students in order to provide information and support from first contact through registration and enrollment
- Oversee processing of incoming student applications (for admissions, financial aid, and housing)
- Oversee student information in the Populi SIS database
- Oversee New Student Orientation and Graduation/Commencement plans
- Establish and strengthen relationships with a wide range of alumni
- Other duties as assigned

QUALIFICATIONS:

- Profession of Christian Faith
- Solid understanding of Reformed theology and piety
- An understanding of and ability to articulate WSC's distinctives and academic programs
- Bachelor's degree or equivalent plus two years' relevant work experience in an office environment
- Excellent organizational and time management skills with attention to detail
- Excellent interpersonal communication, public speaking, and customer service skills coupled with the desire and ability to represent the seminary in a positive and professional manner
- Proficiency in computer and web applications such as Microsoft Word, Excel, Google Apps, and social media
- Ability to work independently to accomplish departmental and organizational goals
- Willingness and ability to establish and maintain collaborative working relationships with individuals from diverse cultures, disciplines and perspectives, including staff, faculty, students, and other WSC constituents
- Some travel and occasional evening and weekend work required



Westminster Seminary California

ABOUT WSC:

[Westminster Seminary California](#) exists to glorify Christ, teach his gospel, and serve his church through graduate theological study. WSC is a Christian institution that offers instruction in biblical, theological, and ministerial disciplines to both men and women in order to help them develop intellectually and spiritually as leaders.

While its primary focus is to educate and prepare men for ordained pastoral ministry, especially in Presbyterian and Reformed denominations, WSC also provides theological education to women and men who wish to serve the broader Christian community and society at large so that the whole body of Christ may be enriched through the diverse gifts bestowed by God's Spirit.

Because "zeal without knowledge" and "knowledge without zeal" can only injure the church, WSC seeks to develop in its students a balance of scholarship and Christ-like piety where the proper cultivation of the mind increases the devotion of the heart. In this way, the Seminary strives to be an in-person academic community whose scholarly pursuits ultimately seek to glorify Christ, promote his gospel, and serve his church.

APPLICATION & NOMINATION PROCESS:

All correspondence relating to the position of [Director of Admissions & Alumni Affairs](#) at Westminster Seminary California should be directed in confidence to the Academic Dean:

Ryan Glomsrud, Academic Dean
Westminster Seminary California
academicdean@wscal.edu

A complete application should include the following:

1. Cover Letter outlining your interest in and qualifications for the position;
2. Updated Resume;
3. Three professional references with contact information (title, affiliation, email address, and direct phone numbers). No references will be contacted without permission from the candidate.

The search will remain open until the position is filled.