



## INTERNATIONAL THEOLOGICAL SEMINARY

540 East Vine Avenue, West Covina, CA 91790 USA | Tel 626.653.9547 | www.itsla.edu

### **DIRECTOR OF ADMISSIONS JOB DESCRIPTION**

**PART-TIME:** 20-25 hours per week

**REPORTS TO:** Vice President of Academic Affairs

#### **BRIEF DESCRIPTION**

The Director of Admissions is responsible for the recruitment and admission of international and domestic students and works with them throughout the process, from the initial inquiry through enrollment (providing a hospitable, helpful, and knowledgeable atmosphere). This position runs the day-to-day operations of Admissions, including strategic planning, goal setting, maintaining policies and procedures, chairing the Admissions Committee, and convening stakeholders to report, gather information, and advance new ideas for student recruiting.

#### **Responsibilities**

- Actively recruit graduate students for all ITS programs, including master's and doctoral levels, and meet with prospective students as necessary.
- Lead Admission Committee discussions regarding applications under review, including those accepted, postponed, or denied, and reports any particular concerns on the process to supervisor.
- Maintains knowledge of institutional and accreditation policies and procedures.
- Stay well-informed and conversant on financial aid and scholarship opportunities.
- As requested, prepare quarterly and yearly admission reports for the Vice President of Academic Affairs, accreditors ATS, BEPE, and ITS's Board of Trustees.
- Work with others, as directed, to ensure good marketing strategies and develop means to identify which methods are effective.

- Develop collaborative working relationships with all ITS departments to ensure departments are responsive to the questions and needs of prospective students.

### **Qualifications**

- Bachelors required, and a master's degree in theological or missional studies preferred.
- 3-5 years of management experience in higher education (enrollment management preferred).
- Ability to work collaboratively with a wide variety of constituencies and across cultures.
- Excellent written and oral communication skills in English (Korean and Chinese communication skills are a plus).
- Able and willing to travel and work some weekend events.
- Computer competent (MS Word, Excel, etc.)

If you are interested in applying for this position, please contact Gwen Fleming at [gwen.fleming@itsla.edu](mailto:gwen.fleming@itsla.edu). Please include a resume and a cover letter explaining how your experience qualifies you for the position. Thank you.