

Northern Seminary Position Description

Title: Recruiter for the BA-MDiv Program, Advanced Pastoral Degree Program (APDP)

Department: Office of Program Development & Innovation

FLSA Status: Part-time non-exempt hourly (20 hours per week)

Reports to: Director of Enrollment

Summary

The Enrollment Recruiter for the BA-MDiv program works in a cooperative program with the Dean of Academic Affairs and Director of Enrollment of Northern Seminary and is designed to cultivate senior pastoral leaders. The Recruiter will represent Northern Seminary with an emphasis on our 5 year BA/MDIV partnership programs. In this program, students will spend a total of five years studying at an undergraduate Christian college (such as Trinity Christian College, IL) and Northern Seminary and receive both a BA in Theology from an undergraduate Christian college and a MDiv from Northern Seminary. This will involve correspondence and travel to communities and churches in the Greater Chicagoland area and beyond.

Qualifications:

- Bachelor of Arts or Bachelor of Science degree
- 3-5 years pastoral experience
- Experience in marketing, recruiting, and/or networking

Duties and Responsibilities

1. Working with prospective students and applicants interested in the Advanced Pastoral Degree Program (APDP) and other Northern seminary programs.
2. Work with Northern to plan and initiate structures that support the APDP Program, including:
 - a. Strategies that form a sense of identity and collegiality for program participants.
 - b. Structures that provide for significant student mentoring and advising.
 - c. Systems that place students in high-impact field education placements beginning in year 2 of the student experience.
3. Work with Northern to develop and implement strategies to reach the enrollment goals of the program, including but not limited to:
 - a. Work with marketing and enrollment staffs to promote the program and recruit students.
 - b. Build a network of mutual support with churches, ministries, and parachurch organizations
 - c. Social media engagement – recruit through programs such as Twitter, Facebook and Instagram.
 - d. Consistent follow up on applicants, leads and prospects
 - e. Host recruitments events in conjunction with the Enrollment staff
 - f. Travel to churches, high schools, and Christian youth conferences or events
4. Guide, support, and mentor students as they progress through the program.

- a. Meet with students as a group once per week during the academic year
- b. Meet with students individually about once per month during the academic year, or as needed.
5. Work with Northern and Partnership organizations to plan and implement educational and vocational events for students in the Program.
6. Work with Northern to implement assessment tools to investigate the ongoing effectiveness of the program.
7. Report regularly to the Director of Enrollment on the progress of the Program.

CORE COMPETENCIES

- **Agreement.** Complies with the Seminary Faith and Community Standard statements.
- **Communication.** Excellent verbal skills with expertise in organizational communication; experience with conflict management and team cohesion
- **Interpersonal Relationships.** Promotes harmony and cooperation within working relationships; receives and makes assignments well; effectively addresses and resolves conflicts with others
- **Initiative and Self-Reliance.** Takes action without direction; uses sound judgment in decision making; looks for new and better ways to accomplish goals
- **Trust and Integrity.** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; practices what he or she preaches
- **Compliance.** Complies with all federal guidelines related to FERPA and Higher Education
- **Technology.** Technologically fluent and able to use Populi or similar database
- **Teamwork.** Comfortable working in a team environment
- **Implementation and decision making.** ability to organize teams and implement strategic vision
- **Resourcefulness and adaptability.** Ability to work in a fast paced, growing environment

Working Conditions:

- Attend monthly Staff meetings.
- Must be available on weekends to engage with students as needed.
- Must be able to travel outside of Chicagoland via plane in order to engage prospective students.
- Must be able to work in a fast paced and stressful office environment.
- Must be able to use computer and interface with technology at a desk and via mobile technology.
- Must be able to lift more than 35 pounds and set up a “convention style” booth.
- Must provide own form of transportation.

Indirect Responsibilities

1. Perform other duties as assigned by the Director of Enrollment and Dean of Academic Affairs at Northern

Equal Opportunity Employer/Statement of Faith:

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern's statement of faith and standard of conduct.

Founded in 1913, Northern is an evangelical seminary with historic ties to the American Baptist Churches/USA. Northern has a highly diverse educational context in terms of gender, race, age denomination and culture. From its founding, Northern has been fully supportive of women in ministry. (For further historical information visit: www.seminary.edu/history)

Applicants should email a cover letter and resume, describing the candidate's relevant experience.

Northern Seminary
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