

## **Seminary Now Student Recruiter Position**

Title: Student Recruiter  
FLSA: 30-40 Hours/Week, with Benefits  
Reports to: Director of For-Credit Courses  
Salary Range: \$40,000 – \$45,000

[Seminary Now](#) is a streaming video platform that has made non-credit seminary courses accessible to church leaders and lay congregational ministers across North America over the past three years. Through innovative technology, Seminary Now educates congregational leaders whom seminaries do not traditionally reach, making theological education accessible for those who may never have considered a seminary degree. Seminary Now is launching a program to offer for-credit exploratory seminary courses from partner seminaries for individuals interested in exploring seminary education.

Seminary Now is hiring a Student Recruiter who will help subscribers and interested individuals discover why Seminary Now's For-Credit Courses program is the right place to begin their seminary education. The Student Recruiter will follow up on leads and be responsible for communicating the value and vision of Seminary Now's For-Credit Courses opportunity to potential students. This role will include travel to at least five relevant conferences and recruiting events to share about Seminary Now.

To Apply, please submit a resume to Thomas Lyons [tlyons@seminary.edu](mailto:tlyons@seminary.edu), after which we may request additional information.

### **Job Responsibilities**

1. Be the primary initial contact for those interested in exploring Seminary Now's for-credit courses.
2. Create and maintain a database of prospective and current students that includes their current status in the recruitment pipeline.
3. Coordinate engagement and communication with student prospects.
4. Be accountable for activity metrics and outcome metrics (e.g., phone calls, leads, enrolled students)
5. Provision of initial academic counseling, career planning, and advisement to potential students of the strengths of the Seminary Now For-Credit Courses program.
6. Participate in the development of student recruitment and retention plans, strategies, and written materials.
7. Perform miscellaneous job-related duties as assigned.

### **Minimum Job Requirements**

- Bachelor's degree; at least 1 year of experience directly related to the duties and responsibilities specified.

### **Knowledge, Skills and Abilities Required**

- Self-motivated to be able to meet and exceed activity metrics and drive to accomplish outcome goals
- Ability to respond promptly to potential student inquiries via email and phone with clear, concise information and a warm, approachable tone.
- Ability to develop and deliver presentations.

- Ability to communicate effectively, both orally and in writing.
- Ability to gather data, compile information, and prepare reports.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to develop, plan, and implement short- and long-range goals.
- Knowledge of student recruitment and retention issues.
- Ability to plan, assess, and evaluate programs.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Organizing and coordinating skills.
- Skill in the configuration and use of computerized database programs.
- Ability to work effectively with diverse populations.
- Familiarity with higher Christian education and the common associated degree programs.

### **Working Conditions**

- Remote or hybrid.
- Office environment: Ability to work in a fast-paced and demanding environment; may be sitting for long periods of time.
- Use of computer: May be looking at computer screen for long periods of time.
- Must provide own form of transportation.

### **Our Core Values**

The Recruiter will reflect these values:

- *International, Interracial, Intercultural, and Mutual:* We are strongest when we reflect the breadth of Christ's Church through intentional efforts to be agents of reconciliation and people who affirm the equal calling of women and men to lead the Church and engage the world. Our team demonstrates God's love around the world and across lines of culture, race, and gender.
- *Pastoral/Missional Mindset:* The gospel is best proclaimed and shared by equipped church leaders who are committed to mission, prayer, faith, compassion.
- *Servant Leaders:* We best serve our students and their churches when we are resourceful, strategic, and capable, relying on integrity to guide all interactions.
- *Teachable:* In relationship with God as we pursue His wisdom and study His Word.

### **Equal Opportunity Employer/Statement of Faith**

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

### **Apply**

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