

Western Theological Seminary Job Description

Job Title	Admissions and Doctor of Ministry Student Ambassador
Department	Admissions and Doctor of Ministry
Reports to	Director of Admissions and DMin Program Coordinator
Work Schedule	Part-time 15-20 hours/week by semester or for academic year
Date	August 2026

Summary of Responsibilities

Assist in achieving the mission of Western Theological Seminary to “prepare women and men for faithful Christian ministry” by providing administrative support and prospective student engagement for Doctor of Ministry recruitment and hospitality.

Essential duties and responsibilities (*Other duties may be assigned*):

Admissions

- Assist the admissions office with projects and student recruitment tasks as assigned.
 - Focus work on first-line communication with Doctor of Ministry inquiries and applicants
 - Be familiarized with basic information for each Doctor of Ministry cohort, ready to answer basic questions
 - Direct prospective students to one-on-one conversations with Director of Admissions
- Engage prospective students by phone, email, text, or in person as needed.
- Assist with prospective student campus tours as needed and when available (primarily lunch and chapel).
- Represent the admissions office/WTS at selected recruitment events as needed and when available.
- Provide “voice of the student” as needed for recruitment and admissions purposes.
- Become familiar (with training) on Element 451 and assist with data entry and maintenance

Doctor of Ministry

- Assist with hosting and hospitality during cohort seminar weeks when available (set-up/break-down, snacks, coffee, and coordinate lunch deliveries)
- Assist with graduate tracking
- Assist with the scheduling and implementation of graduating student defenses, including setting up Zoom links
- Assist with cohort launching tasks as appropriate

Knowledge and abilities

- Demonstrate excellent interpersonal and organizational skills.
- Proven ability to multitask and prioritize work demands.
- Strong written and verbal communication skills.
- Ability to work independently and with minimal direction.
- Ability to commit to a regular schedule during workday hours.
- Work collegially and contribute to the overall success of the seminary.
- Demonstrated ability to treat sensitive information confidentially.

Qualifications

- Proficient with Google Mail, Microsoft Word & Excel, and data entry.
- Working knowledge of standard office equipment.