

Western Theological Seminary Job Description

Position: Admissions Recruiter
Department: Admissions
Reports To: Director of Admissions
Work Schedule: Full time
Date: October 2026

Summary of Responsibilities

In support of Western Theological Seminary's mission to "form women and men for faithful Christian ministry and participation in the Triune God's ongoing redemptive work in the world," serve as the first, primary, and ongoing contact for prospective students and applicants as they move from inquiry to enrollment.

Essential duties and responsibilities

- Initiate, nurture, and sustain relationships from inquiry to registration.
- In partnership with the Director of Admissions, increase the number of prospective, admitted, and enrolled students by nurturing relationships with influencers and developing effective resource and contact networks.
- Initiate follow-up communications and invitations with prospective students and applicants, focusing on quality and timely communication.
- Document conversations and track development of application/confirmation.
- Use designated software for student information tracking (Element 451).
- Alongside the admissions office, plan strategic advertising to promote application and admission to Western.
- Identify strategic academic institutions, faculty relationships, partnerships, and events to increase application and enrollment opportunities for seminary programs.
- Manage personal travel schedule and arrangements.
- Assist in planning and running events (both online and in person).
- Other responsibilities as identified and assigned.

Knowledge and Abilities

- Articulate information about WTS degree programs, formation process, academic procedures, history, and distinctive values.
- Relate to and communicate with undergraduate and second career prospective students.
- Ability to communicate with promptness and tact, displaying a deep commitment to hospitality
- Ability to organize and be attentive to relationships, detail, and record keeping.
- Ability to travel outside of West Michigan, and overnight as needed.

Qualifications

- Bachelor's degree required; Master of Arts, Master of Divinity, or theological graduate course experience preferred.
- Demonstrated experience in creative marketing, social network development, and database use and management.
- Extensive evidence of good character and conduct, reflecting a Christian ethic of love.
- Experience defining a personal call to ministry leadership preferred.