



Job Title: Admissions Officer I

Requisition #: 400902277

Occupational Summary

Perform a variety of duties under supervision of the Director of Admissions Operations in the recruitment and selection of student applicants for admission to Duke Divinity School. This is a one-year position with the possibility of renewal upon annual review.

Work Performed

Manage a geographical, constituent, and/or program recruitment territory which includes extensive travel and on-going communication with prospective students and applicants to reach predetermined enrollment targets tied to department goals.

Cultivates, establishes and maintains contact with prospective students/applicants throughout the admission process in a timely, professional and creative manner including frequent and relevant email, phone, and face-to-face communication that support the goals of the Office's communications plan.

Represent the Duke Divinity School at domestic recruitment events such as graduate and seminary fairs, joint recruitment collaborative events, denominational meetings, UMC discernment events, and national and local conferences.

Developing recruitment events for prospective students in coordination with Chaplains, churches, and campus ministries.

Assist Director and Associate Dean with developing key constituent group pipelines.

Participate in and assist with on-campus visit day program and drop-in visits. Conduct counseling sessions with prospective students to introduce them to the School and program of interest. Provide more in-depth counseling for undecided students.

Assist Director with the development and implementation of e-recruitment programs and web and social media outreach.

Analyze qualifications of assigned applicants utilizing established Divinity School admissions standards, guidelines and criteria. Submit evaluations and recommendations regarding admissibility of applicants.

Assist Director and other staff members with special projects designed to fulfill the Office's mission and objectives.

Assist with new student orientations, other admissions hospitality events and the execution of admissions special mailings. Coordinates sending weekly communications to incoming students during the pre-enrollment period.

Maintains content for the admitted students webpage.

Provide support and effective communication to admitted students to help with students' enrollment decisions

Required Qualifications at this Level

Education/Training:

Work generally requires a knowledge and understanding of college and student life obtained through the attainment of a bachelor's degree.

Preferred Qualifications at this Level

Education/Training:

Completion of a graduate degree in divinity/theology or higher education.

Experience:

Experience in one or more of the following areas: working with students, counseling, ministry, or recruitment/marketing or an equivalent combination of relevant education and/or experience

Familiarity with higher education recruitment and marketing preferred

Experience with United Methodist church and familiarity with ordination requirements is preferred

Skills:

Ability to work independently and possess a high energy level during extensive travel times.

Positive interactions with a wide range of diverse candidates for admissions

Excellent communication skills (strong writing skills, public speaking, interpersonal and public relations skills) are a must.

Computer skills including word processing, database management, social media (e.g. Facebook, Twitter, blogs), and PowerPoint.

Organizational and time management skills are essential, along with the ability to achieve benchmarks.

Ability to develop an in-depth knowledge base about the School and its academic and extracurricular programs, student support services, and other pertinent details

Collaborates effectively with colleagues

A valid driver's license is required along with the ability to work a flexible schedule.

Perform other related duties incidental to the work described herein. The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

To apply:

Visit hr.duke.edu. Search "External Applicants" and requisition number 400902277.