

## Employee Position Description

<b>Position:</b>	Recruitment and Admissions Officer
<b>Supervisor:</b>	Director of Enrollment Management
<b>Hiring Administrator:</b>	Director of Enrollment Management
<b>Category:</b>	Full time, administrative staff; exempt

### General Summary

The Recruitment and Admissions Officer reports directly to the Director of Enrollment Management. In collaboration with the Director of Enrollment Management, the Recruitment and Admissions Officer offers input in the design, execution and assessment of a comprehensive recruitment plan. The successful candidate will serve as the primary field representative through a range of recruitment activities with stated benchmarks/objectives for the purpose of increasing applications and enrollment from the Chicago metropolitan area.

To this end, the Recruitment and Admissions Officer will foster relationships with key influencer contacts as outlined in the institutional strategic plan, facilitate CTU's presence at conferences and exhibits, actively manage a set of inquiries from initial interest through matriculation, and assist with the coordination of recruitment and orientation events.

### Essential Duties and Responsibilities

- Develop and execute a comprehensive recruitment plan with the Director of Enrollment Management.
- Serve as the primary point of contact and respond to questions and inquiries from prospective students through various channels (e.g. individual appointments, telephone, email and social networking.)
- Manage the application process for all prospective students, from initial inquiry through final matriculation. Nurture relationships, through various communication channels, with prospective students, parishes, Archdiocesan and campus contacts providing admissions support relative to the recruitment and admissions processes.
- Maintain a travel schedule and represent CTU at various recruitment events, conferences, campus visits, and yield activities throughout the Chicago metropolitan area, as well as Regional/National conferences.
- Meet with prospective students, virtually and in-person
- Regularly interface with external community groups and organizations to promote and support the CTU's overall recruitment efforts.
- Host and assist in the coordination of on-campus programs for prospective students.

- Evaluate the effectiveness of recruitment strategies and program changes and enhancements with the Director of Enrollment Management to recommend to senior leadership
- Utilize student information system (Jenzabar SONIS) to track and follow up with active prospects and influencers, ensuring contact information and activity is captured in system in a consistent and timely manner.
- Participate in and contributes to Enrollment Management Team meetings and projects.
- Supervise the Admissions graduate assistant
- Attend major CTU programs, events, and training.
- Perform other related duties and participate in special projects as assigned.

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

- Bachelor's degree required; Master's degree in Theology or Ministry preferred.
- Familiarity with and/or awareness of higher education context, enrollment operations and education for ministry and theology.
- Extensive local/regional/national travel is required on a monthly basis.
- Demonstrated understanding of, sensitivity to, and appreciation for CTU's Catholic context and particular mission.
- Demonstrated ability to conceptualize and implement institutional recruitment processes, policies and procedures.
- Collaborative and team-oriented approach in a fast-paced admissions office setting.
- Excellent interpersonal and relationship-building skills
- Demonstrated computer skills: Microsoft Office, database and web applications; familiarity with marketing and social media is desired but not required.
- Superior communication skills: writing and speaking, interpersonal and group presentations.

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