



A CHRISTIAN UNIVERSITY

Enrollment Services
Job Descriptions

April 20, 2023
VERSION 1

Director of Graduate (GR) Admissions

What We're Looking For

As the Director of GR Admissions, you are the strategic recruitment leader of the graduate admissions counselors and field marketing reps. You will engage with data and market trends to arm your team with the appropriate tools to recruit a class of graduate and professional students. You will teach your team to generate quality leads from a variety of sources as they find students interested in taking the next step of their higher education journey. You will train them to cultivate those leads by forming strong relationships and providing wise counsel throughout the recruitment process. You'll work hard to ensure MC's brand awareness is strong throughout their assigned recruitment areas. You also seek to build partnerships with local businesses to build graduate and professional pipelines. One of the key reasons you wake up every morning is to help mentor and train the graduate admissions counselors and field marketing reps. Because you sharpen their skills, they can then guide prospective students toward the right decision of where to attend college for their graduate degrees, and you can't wait to share how God can use MC in their lives to help them reach their potential.

Who You Are

- You love setting goals for yourself and your team.
- You are energized when your team hits one of those aforementioned goals.
- You love data and will allow them to help make informed decisions on recruitment strategy.
- You have the ability to train a team on the skills needed to enhance MC's brand awareness in multiple recruiting markets.
- You have the personal drive and diligence to master your craft.
- You are eager to participate in brainstorming/conceptual discussions to share new content ideas and perspectives.

- You enthusiastically stay up-to-date with the latest best practices.
- You have a passion for experimenting with new development techniques.
- You enjoy travel and meeting new people
- You enjoy engaging with graduate and professional students
- You pride yourself on prompt and thorough follow up to phone calls and email communication.
- You have strong communication skills, both verbal and written, and highly developed problem-solving skills.
- You love maintaining a solutions-first mindset in high-pressure situations.
- You dream about driving results in a dynamic environment.
- You are comfortable giving public presentations to any group size.
- You are detail-oriented and a self-starter with enviable organizational and relational skills.
- You must be available for some evenings, weekends, and overnight travel.
- You are a self-starter that doesn't need lots of hand-holding after a thorough training.
- You are a positive influence on any team.
- You are committed to the mission and vision of MC.

Nice To Haves

- The heart of a teacher
- Experience with planning events
- Knowledge of basic computer operations
- Experience managing and allocating an institutional budget

Reports to: Dean of Enrollment

Management FSLA Status: Exempt