

Position Description for
Director of Admissions

Available: July 1, 2008

Department: Academic Affairs

Position Title: Director of Admissions

Reports to: Vice-President for Academic Affairs (Dean)

Salary: Dependent on qualifications

Application Deadline: Initial round will close June 15, 2008. Position open until filled.

Purpose and Basic Function

To implement a strategy of welcome, encouragement, and enrollment of candidates for ministry for Lutheran Theological Southern Seminary and to develop and maintain a strategy to identify, encourage, and call forth qualified candidates to prepare for the various ministries of the church.

Specific Tasks

- to articulate further and implement the seminary's comprehensive enrollment strategy so that entering classes consistently include at least 50 full-time equivalents.
- to identify and maintain contact with prospective students and encourage their consideration of Southern Seminary as a place to study for ministry;
- to coordinate the seminary's program of identifying, inviting, and hosting prospective students (e.g., such events as Seminary Days) and to serve as the seminary's representative in making personal contacts involved in this effort;
- to develop and support a network of persons (e.g., alumni/ae, students, campus pastors, faculty, staff) who will help identify potential candidates for public ministry and encourage candidates to consider Southern Seminary;
- to arrange for visits to college and university campuses and for seminary representation at events at which significant numbers of potential students are present;
- to assist in developing an outreach strategy by which the seminary will contact a broader denominational and ethnic range of potential students;
- to assist the church in identifying and calling forth candidates for ordained and other ministries and to assist such candidates in their vocational discernment (including overseeing the seminary's participation in Project Connect);
- to develop, with the Director of Communications, promotional material that interprets the program of the seminary to prospective students;

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- to work with the Dean and the Admissions Committee in the efficient processing of admission applications;
- to work with the Associate Dean and Director of Financial Aid as candidates move from acceptance to enrollment;
- to manage the Admissions Office, including staff, student workers, and budget;
- to work cooperatively with the admissions officers of the other ELCA seminaries in support of the discernment efforts of the entire church.

Qualifications

- a Bachelor's Degree; a degree from a seminary is desirable;
- Familiarity with the ELCA and enthusiasm in working with other churches;
- Excellent written and oral communication skills;
- An ability to project a positive and winsome image of the seminary;
- An ability to work with contemporary technological tools for tracking and maintaining contact with prospective students;
- An ability to work as part of a team;
- Good organizational skills;
- Previous experience in admissions is desirable, but not necessary

Selection process:

- Submit a letter of application and résumé, with names and contact information of three professional references;
- Final candidates will be invited for an on-site interview;
- All applicants will be notified when the position is filled.

Application materials and inquiries may be directed to:

By mail: Michael Root
VP for Academic Affairs
Lutheran Theological Southern Seminary
4201 N. Main Street
Columbia, SC 29203

By e-mail: MRoot@ltss.edu

By fax: 803.461.3285 Attn: Michael Root