

# METHODIST THEOLOGICAL SCHOOL

IN OHIO

## Position Description May 2010

**Position Title:** New Student Recruiter (part-time)

**Supervisor:** Director of Admissions

**Department:** Admissions

**RESPONSIBILITIES:** The New Student Recruiter is responsible for executing the School's strategic enrollment initiatives as designed by the Director of Admissions. The Recruiter will represent MTSO to a variety of constituencies and convey and reflect the School's mission and promote awareness of the School, with the explicit goal of enrolling new students into the School's degree and certificate programs. The Recruiter will be a member of the School's enrollment team, which includes both the admissions and financial aid departments.

**QUALIFICATIONS:** Strong interpersonal, oral and written communication skills, with demonstrated ability to relate to diverse groups of people; ability and willingness to travel (primarily in Ohio and the Midwestern region), along with flexibility to accommodate a seasonal travel schedule; understanding of theological education and concept of call to ministry/service. The successful candidate will be a self-motivated worker and a strong team player. Conversance with ordination processes helpful. Persons with bi-lingual abilities are encouraged to apply.

**HOURS:** 20 hours per week; will include some evenings and weekends.

**PRIMARY DUTIES:** Serve as a School representative for the purpose of recruiting new students into the School's degree and certificate programs, in fulfillment of the School's enrollment goals. *Percentages listed below for each task are an approximation and are not to be interpreted as a prescribed number of hours per week.*

1. Personally represent the School at special events, such as: 45%
  - college and university job fairs
  - graduate school fairs
  - ministry fairs and events
  - church events and conferences
  - discernment events and other gatherings
  - continuing education conferences
  - denominational annual gatherings
2. Meet with prospective students by appointment on and off campus. 20%
3. Coordinate campus Open House events with Director of Admissions. 10%
4. Maintain follow-up communication with prospective students via phone, mail, and electronic media. 10%
5. Generate reports following visits and events that contain strategic information for recruitment follow-up. 5%
6. Understand and use the CampusVue database. 5%
7. Assist enrollment staff with special projects and other duties as assigned. 5%

**WORK ENVIRONMENT:** All work is performed under the general direction of the MTSO Director of Admissions. Responsibilities are generally performed in an office environment, involving use of the computer, telephone, fax and other office equipment. Recruiting activities will require some evening or weekend travel and work requirements.

**REQUIREMENTS:** Bachelor's degree required; background in theological education preferred. Experience with Microsoft applications required; experience with student records management software helpful.

**POSITION(S) SUPERVISED:** None.

To apply for this position, please send a letter of interest, résumé, and names and contact information for three professional references to:

Jonathan D. Jump  
Vice President for Administrative Services  
Methodist Theological School in Ohio  
3081 Columbus Pike  
Delaware, OH 43015  
[jjump@mtso.edu](mailto:jjump@mtso.edu)

#### **Equal Employment Opportunity Statement**

Methodist Theological School in Ohio (MTSO) is an equal opportunity employer. As such, the School is committed to providing equal employment opportunities for all interested persons. In addition, the School complies with all applicable federal, state and local laws governing unlawful discrimination. This philosophy applies to all terms and conditions of employment, including, but not limited to, decisions related to hiring, promotion, termination, compensation, and training.