



Position Description

Program Coordinator for Recruitment & Admissions

FLSA Classification:

FT/non-exempt

Salary Grade/Level: A14

Position Title: *Program Coordinator for Recruitment and Admissions*

Reports to: Associate Dean of Academic and Student Affairs

Date Created/Revised: October 2024

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trifinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

The Program Manager for Recruitment and Admissions coordinates and manages programmatic aspects of Phillips' strategic recruitment programs.

Essential Functions:

1. Recruitment & Admissions strategic programs coordination
 - Coordinate the logistical execution of strategic recruitment programming, including special cohort-based visit days, competitive scholarship interviews, discernment of ministry events, virtual and on-campus visit days, and other initiatives related to student recruitment. Duties include, but are not limited to:
 - Visitor travel, lodging and hospitality
 - Speaker scheduling & arrangements
 - Acquiring supplies & producing program materials
 - Managing program applications and registrations
 - General programmatic support.

- Student recruitment: Assist Director of Recruitment & Admissions in providing Phillips presence in active student recruitment, both on- and off-campus.
- Assist in tracking, analyzing, and reporting recruitment data to assess the effectiveness of recruitment strategies.

Director of Recruitment & Admissions provides functional supervision for responsibilities listed under #1 above.

2. Seminary Scholars Program Coordination

- Participate in the development of and coordinate the logistical elements of a cohort-based incoming student program. Duties include, but are not limited to:
 - Coordinating Seminary Scholars community formation activities
 - Coordinating Seminary Scholars' participation in Phillips recruitment activities
 - General programmatic support
 - Tracking, analyzing, and reporting data on Seminary Scholars program to assess the effectiveness of programmatic elements.

3. Coordination and support for additional programs as assigned.

4. Create an atmosphere that is inviting to visitors, students, faculty, and staff.

Associate Dean provides functional supervision for responsibilities listed under #'s 2-5 above.

(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)

Competencies:

- Ability to implement programmatic partnerships toward strategic recruitment. Ability to create relationships, both inside and outside of the institution.
- Highly relational, with ability to make connections between a prospective student's articulated sense of call and opportunities for learning at Phillips.
- Ability to plan and carry out programmatic arrangements and logistics.
- Proficient use of Microsoft Office/Office 365, including but not limited to Word, Excel and PowerPoint, as well as other general office equipment.
- Ability to navigate databases, Student Information Systems, Learning Management Systems, and web site development systems.
- Excellent interpersonal and written communication skills.
- Sensitivity to working in a multicultural and very diverse setting and ability to engage respectfully and empathetically with diverse prospective and current students.
- Strong organizational skills with the ability to manage competing responsibilities, prioritize projects and details, and meet deadlines.

- Comfortable speaking publicly in various settings, representing Phillips in a professional, engaging, and authentic manner.
- Acute attention to detail.
- Ability to work independently and as a member of a team with emphasis on collaboration and tact; professionalism, confidentiality, and flexibility are critical to success in this role.

Supervisory Responsibilities:

- No supervisory responsibility

Work Environment:

This job primarily operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and mail machines. This position also requires regular intervals of work-related, after-hours program implementation and occasional travel. Employee must be able to plan and execute travel and public engagement plans.

Physical Demands:

When special events are scheduled, this position requires the ability to stand for long periods of time, lift and carry boxes of materials, and work extended hours.

Position Type/Expected Hours:

This position is full-time and requires 40 hours per week. Regular hours are 8:00 a.m. to 5:00 p.m.

Occasional evening and weekend hours for special events.

Travel:

Occasional travel required for support of major events and on-site production.

Required Education/Experience:

- Bachelor's degree or equivalent required.
- Minimum of two years' successful work in recruitment/admissions in higher education, in events planning, in strategic partnership development, or in program coordination. Must include experience coordinating the internal day-to-day operations of an executive, professional setting with minimal supervision, using sound judgment, initiative, and discretion.

EEO Statement:

Phillips is an ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal,

state, and local equal employment opportunity laws, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Seminary does not discriminate against employees or applicants base on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary’s commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee: _____ **Date:** _____