

Director of Admissions / Registrar / Student Financial Aid Manager

Scope

This position is the single POC for recruiting students and for the maintaining and processing of student records. The successful applicant will also have significant role in addressing matters pertaining to student aid and related compliance issues.

Responsibilities

Director of Admissions

- Facilitates new student recruitment via actions such as scheduling recruitment calendar, coordinating prospective students' visits, correspondence with prospective students (phone and email) and documentation of that correspondence, trips to colleges or conferences, and print and digital ad campaigns
- Provides assistance with new students in finding housing and employment
- Supervises the maintenance and processing of student applications/files
- Provides student continuity support to students to facilitate retention.
- Supporting tasks relevant to above primary responsibilities
 - Manages VBTS social media accounts (Facebook, Twitter, LinkedIn)
 - Maintains the seminary's website (adds, edits, or removes pages as needed) and facilitates technical elements regarding digital presence (e.g. SSL certificate and domain renewal, digital analytics, HTML/CSS structure)
 - Updates all existing promotional materials and supervises the development/design of new promotional materials
 - Produces and tech-edits monthly Exposition e-bulletin for VBTS
 - Creates content for the hallway monitor screens

Registrar

- Maintains all student records in accordance with industry standards and with applicable accreditation requirements
- Supervises and authenticates student transcripts
- Prepare and provide reporting and analysis as necessary and appropriate for student, faculty and management needs (e.g. probation reports, enrollment projections, completions, employment outcomes etc.)
- Completes quarterly (and special) IPEDS reporting
- Manages and oversees the use of Populi as the seminary's Learning Management and Student Information System
- Oversees student status changes (Withdrawal/Incomplete Request, Degree Change, etc.)

Student Financial Aid Manager

- Estimate student billing and internal financial aid in advance of each semester
- Organize and administer scholarship application process for each semester including organizing scholarship committee meetings
- Facilitate documentation (in conjunction with the business office) for GI Bill, VR&E, DoD, and Title IV compliance and audits
- Facilitate requests for federal student financial aid

Desired Knowledge, Skills, and Abilities

- Possesses organizational and administrative abilities
- Knowledgeable of admissions policies and procedures and best practices

- Understands and promotes the seminary's ministry philosophy, philosophy to education, and the institution's approach to program and class offerings
- Exhibits good communication skills, both written and oral, and the ability to relate to a wide variety of individuals from potential students, to alumni, and perspective employers
- Conversant with industry standards for academic record keeping, FERPA, and Veteran's Administration
- Ability to travel two to four times per year to college campuses or recruitment venues
- Experience in using web-based portals and applications for business and administrative purposes
- Willingness and ability to attain intermediate-level proficiency in Microsoft Excel
- Willingness and ability to attain basic HTML and technical knowledge pertaining to maintaining VBTS' web presence
- Competent or able to be trained in software applications, including office, video and photo editing software, student information systems, and learning management systems

Education

A bachelor degree is required; a master's degree from VBTS is preferred.

Experience

Several years' experience in an academic or corporate office environment is preferred.

Line of Accountability

This position reports to the Academic Dean with additional reporting requirements to the CFO for financial related issues.

Physical Demands

Physical demands are low in keeping with a typical office setting. Employee is free to move around as needed although most work is accomplished at a desk.

Work Environment

Work is accomplished in a comfortable office setting. Heating and air conditioning keep the environment in a comfortable level during all seasons. Noise levels and disruptions are minimal.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. This job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. Because of the nature of this position is such that it represents Virginia Beach Theological Seminary, it is also essential that the person holding this position exhibit and articulate a commitment to the seminary, and enthusiastically endorse and support the seminary's theology, mission and core values.