



Job Title: DC Extension Campus Recruiting Assistant
Reports to: Director of Washington DC Extension Campus
Job Status: Average 10 Hours/Week

GENERAL STATEMENT OF DUTIES: The Washington DC Extension Campus Recruiting Assistant assists with recruiting new students by following up with prospective student inquiries by phone and by assisting with in-person recruiting at churches and conferences, and by developing innovative strategies to increase the visibility and reach of the campus. He/she must be proficient in the use of database software, and the use of standard office equipment, and able to communicate in oral and written forms, with strong skills in connecting with prospective students in an open and friendly manner.

ESSENTIAL FUNCTIONS:

- Monitor and update the Talisma Campus Management System to follow-up with prospective students by telephone in the evenings and on Saturdays
- Assist the Director in promoting the campus at Preview sessions, churches and conferences by working the recruiting table
- Develop new innovative strategies to increase awareness about the DC campus to recruit prospective students
- Other duties as assigned by the Director

EDUCATION/TRAINING SKILLS:

Previous administrative experience is required. Computer proficiency in database software such as Microsoft, and other applications. Interpersonal skills are required. Strong administrative and organizational skills are required. Person must be a proficient communicator with a warm and personable demeanor. Person needs to be a self-starter, self-directed, detail-oriented, and have the ability to multi-task and have an attitude of serving.

QUALIFICATIONS:

- Committed personal relationship with Jesus Christ and a lifestyle consistent with serving at Denver Seminary.
- New/current student at Denver Seminary.
- Desire to serve others and advance the image and awareness of the extension campus.
- Approach and handle all work with professionalism.
- College-level course work and communications experience preferred.
- Strong oral communication skills.
- Able to relate well to diverse audiences.
- Appreciation for managing administrative detail.
- Ability to multitask and manage time. Complete several projects simultaneously to meet required deadlines.
- Innovative, creative and flexible.
- Self-starter and self-motivated.
- Ability to work with minimal supervision.
- Accepts supervision well and is a team player.

EXAMPLES OF DUTIES: (The following are examples of some typical responsibilities and may not include all of the duties assigned)

1. Regularly monitors the DC Campus Talisma Campus Management System for new prospective student inquiries and responds to all new inquiries within 72 hours by telephone.
2. Maintains current prospective student information in Talisma, correcting information that is outdated.
3. Calls prospective students in the evenings and on Saturdays to answer questions and encourage them to begin/continue their application for enrollment.
4. Sets up meetings for Director to meet in person with prospective students to answer questions.
5. Works the Denver Seminary DC recruiting table at churches and conferences to meet with prospective students and encourage them to apply for Seminary.
6. Works with the main campus recruiting team to learn best practices to recruit new students.
7. Develops innovative strategies to improve recruiting reach for the extension campus.

OUTCOMES: Performance will be measured by the accuracy of job performance, how quickly the necessary knowledge base is gained, and how satisfied customers (prospective students and staff) are with the quality of communications provided.

TYPICAL PHYSICAL DEMANDS & WORKING CONDITIONS: Requires sitting, standing and walking for extended periods of time and frequent bending, stooping or stretching. Work is primarily performed in an office environment and requires working at a computer and phone for extended periods of time; eye-hand coordination, manual dexterity, the ability to distinguish letters and symbols, corrected vision and hearing within normal range. Requires speaking and writing proficiently in the English language. Requires the use of office equipment such as computers, printers, telephones, copiers and fax machines. Work is general fast-paced and challenging.

Notice to Applicants

Please read this job description carefully and ask someone for help if you have any difficulty understanding the functions of this job. Please describe any accommodations that you need in order to perform this job.

Accommodations needed:

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THIS JOB AND CAN SAFELY AND EFFECTIVELY PERFORM ALL THE JOB FUNCTIONS LISTED ABOVE.

Signature _____ Date _____