

Admissions Counselor

Department: Enrollment

Supervisor: Director of Enrollment

FTE: .50

Anticipated start date: Application review begins immediately and will continue until the position is filled.

Summary: The Admissions Counselor will recruit and work with prospective students. Primary responsibilities include connecting with pastors and church leaders about AMBS programs and offerings, and relating with prospective students in the U.S., Canada, and around the world.

Responsibilities and duties:

- Recruit prospective students.
- Connect and maintain connections with influencers, alumni and church leaders to identify prospective students.
- Travel to events at colleges/universities, church conferences, congregations and other venues to promote AMBS, and to identify and meet prospective students.
- Follow-up with prospective student referrals and inquiries in a timely manner.
- Provide counsel to prospective students on appropriate programs of study and logistical information about enrollment processes and procedures.
- Maintain Populi Enrollment database, input and update data, and create and maintain appropriate prospective student follow-up activities.
- Effectively communicate with various departments as needed, such as Registrar and Housing, that work with various stages of the enrollment process.
- Host individuals and groups, provide campus tours and coordinate details of various recruitment events (possibilities: Seminary Preview events and Vocation Banquets).
- Participate in the life of the AMBS community by attending chapels and student life events when possible.
- Participate on the following committees and take minutes when the Enrollment Specialist is not available: (a) Admissions Team (b) Admissions Committee and (c) Housing Committee.
- Assist with other tasks and activities as needed.

Qualifications and skills:

- Bachelor's degree required, graduate degree preferred, especially one in theology
- Effective and engaging communication skills – interpersonal, written, and spoken
- Ability to establish rapport with prospective students and maintain confidentiality
- Ability to work efficiently and accurately, with attention to details
- Strong organizational skills

- Ability to travel up to 15% of the time.
- Knowledge of MS Office required; knowledge of Populi or a related education database is a plus
- Experience in recruitment or sales is highly desired
- Ability to initiate appropriate work and to manage multiple assignments simultaneously
- Ability to work both independently and as a team member
- Ability to speak Spanish is a plus
- Knowledge of Mennonite Church USA and Mennonite Church Canada structures and conferences and personnel is a plus
- Commitment to Jesus Christ, affinity with Anabaptist values and beliefs, and support of the mission of AMBS
- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiative required

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

To apply

Please submit your cover letter and resume, along with names and contact information for three references, to Human Resources: hr@ambs.edu

Women and people from other underrepresented groups are encouraged to apply.

Updated: 5/2023