

## Western Theological Seminary Job Description

<b>Job Title</b>	Admissions Student Ambassador
<b>Department</b>	Admissions
<b>Reports to</b>	Recruitment and Admissions Associate
<b>Work Schedule</b>	Part-time 10-15 hours/week by semester or for academic year
<b>Date</b>	September 2022

### Summary of Responsibilities

Assist in achieving the mission of Western Theological Seminary to “prepare Christians called by God to lead the church in mission” by providing administrative support and prospective student engagement for the purpose of recruitment and admissions.

### Essential duties and responsibilities *(Other duties may be assigned)*

#### Student Ambassador

- Assist the admissions office with projects and student recruitment tasks as assigned.
- Engage prospective students by phone, email, text, or in-person as needed.
- Assist with prospective student campus tours as needed and when available (primarily lunch and chapel).
- Represent the admissions office/WTS at selected recruitment events as needed and when available.
- Provide “voice of the student” as needed for recruitment and admissions purposes.

#### Data Entry

- Become familiar (with training) on Element 451 and assist with data entry and maintenance

#### Knowledge and abilities

- Demonstrate excellent interpersonal and organizational skills.
- Proven ability to multitask and prioritize work demands.
- Strong written and verbal communication skills.
- Ability to work independently and with minimal direction.
- Ability to commit to a regular schedule during workday hours.
- Work collegially and contribute to the overall success of the seminary.
- Demonstrated ability to treat sensitive information confidentially.

#### Qualifications

- Proficient with Google Mail and Word, Excel, and data entry.
- Some experience with social media posting.
- Working knowledge of standard office equipment.