



## Job Description

**Position:** Full-time, Admissions Recruiter

**Salary/Benefits:** Rank and salary determined by experience and qualifications; full-time benefits included.

**Description:** The Admissions Recruiter is responsible for administering all aspects of the college search and admissions process with prospective students; recruits high school students and transfer students to Criswell College. The recruiter will initiate contact with students, parents, counselors, teachers, youth pastors and communicates specifics about the academic programs offered at Criswell College; encourages prospective students to apply and enroll; explains admissions and financial aid process to prospective students.

**Mission of Criswell College:** to provide ministerial and professional higher education for men and women preparing to serve as Christian leaders throughout society, while maintaining an institutional commitment to biblical inerrancy

### Supervised:

The Admissions Recruiter is accountable to and evaluated by the Director of Admissions

### Responsibilities:

- Serves as a member of the Admissions team and manages a recruitment territory and/or population; contacts, visits, and informs prospective high school and transfer students about Criswell College programs, culture, mission, and life on campus; ensures that recruitment goals are met regarding applications, acceptances, and enrolled students;
- Initiates, plans, and executes special projects in conjunction with the goals and objectives of the department;
- Reviews admissions applications, and evaluates credentials;
- Manages, plans, and coordinates special recruitment events;
- Maintains current knowledge of Criswell College's academic, spiritual, social, extra-curricular, and financial aid programs, and communicates this information to prospective students;
- Encourages a healthy and productive working relationship between Admissions and offices on campus;
- Completes routine reports related to recruitment, projections, conversions, personal schedule, travel, special programs, and/or expense reports;
- Maintains up to date records on inquiries and applicants;
- Calls, texts and/or emails prospective students, exhibiting a consistent effort to contact them;
- Attends Admissions team staff meetings and is prepared to report on management tasks that were previously assigned;
- Maintains a steady flow of communication via email, mail, social media, and phone calls with prospective students and applied students in order to establish a relationship between the prospective student and Criswell College;
- Exercises creativity in planning recruitment events, assigned projects and daily activities;
- Participates on Criswell College committees as assigned;
- Works periodic weekends, evenings, and travels locally and out-of-region;

- Will be cross-trained in the enrollment process for other student populations and cover appointments as needed;

**Essential Skills:**

- Knowledge of college admissions guidelines, standards, procedures, and higher education recruitment in general;
- Knowledge of various financial aid programs, including application deadlines;
- Ability to communicate effectively, both orally and in writing;
- Ability to plan and implement recruitment events in an organized and efficient manner;
- Establish and maintain effective working relationships with college faculty, staff, administration, and students;
- Proficient with Microsoft Office (Outlook, Word, Excel, etc.);
- Proficient with social media;
- Proficient with all forms of technology, including database systems.

**Qualifications:**

- Bachelor's Degree required.
- Experience in higher education admissions, counseling, sales/marketing, or related field is preferred.

**Contact:**

Interested parties should submit a cover letter, resume, and unofficial graduate transcripts to:

Kyle Hamby, Director of Admissions

4010 Gaston Ave

Dallas, TX 75246

Email: [khamby@criswell.edu](mailto:khamby@criswell.edu)

Phone: (214) 818-1306