



**Position:** Full-time, Director of Admissions.

**Supervisor:** Vice President of Student Affairs.

**Description:** Development of annual recruiting and marketing plan, including formulating enrollment objectives, planning recruitment strategies, implementing recruitment tactics, and evaluating recruitment results for Criswell College.

**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.

**Salary:** Compensation will be discussed during interview process.

**Principle duties and responsibilities:**

- Develop and implement recruitment marketing and recruiting plans to achieve enrollment goals.
- Supervision of Admissions staff.
- Systematic follow-up for complete and incomplete admissions applications.
- Provide organizational leadership within the areas of recruitment and prospect communication, admission processing and new student conversion.
- Develop and implement recruiting strategies.
- Interviews and counsels' prospective students.
- Assist and overseeing the data entry of inquiry information.
- Assist in the planning of college specific recruiting events such as Preview Day.
- Develop and maintain recruitment plans for the Honors Scholar program.
- Establish and maintain communications with high school counselors, community college advisors, homeschool networks in the metroplex.
- Agree with the college's Articles of Faith and live your life in accordance to them.
- Responds to call inquiries and other requests for information about the college.
- Schedules appointments for prospective students to meet with Admissions Counselors.
- Campus Conferences.
- Campus Visits.
- Travel for Recruitment.
- Serve on selected college committees.
- Interact with Director of Communications and Marketing Manager for college specific recruitment ideas and promotional ideas.
- Interact with VP Student Affairs for college acceptance follow-up.
- Interact with Director of Student affairs RE: New Student Orientation & Registration.

- Work closely with the Registrar for smooth transition of prospective students to admitted students.
- Oversee the day-to-day activities of the Admissions Office including the admissions operating budget.
- Various material lifting (up to 100 lbs.).
- Various amounts of walking based on tours, travel, campus visit opportunities.
- Travel is required.
- Travel requires unusual work hours due to conference/booth staffing needs.

**Positions responsible for overseeing:**

- Oversee day-to-day responsibilities of Admissions team.
- Run the New Student Review (NSR) team / committee.
- Run the Admissions Committee Meetings.
- Job performance review for Admissions team.

**Qualifications:**

- Bachelor of Arts degree.
- Personable.
- Strong work ethic and administrative abilities.
- Strong belief in the mission and ministry of the institution.
- Willingness to travel.
- Team mentality.

**Contact:**

Interested parties should submit a cover letter and resume to:

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