

CONNECTOR
POSITION DESCRIPTION

GENERAL DESCRIPTION: The Connector works collaboratively with the Columbia Admissions Team to connect with prospective students and help them discern calls to ministry and/or theological education. The Connector uses all available resources to create programs and initiatives that establish and nurture strong relationships with prospective students, community leaders, and influencers. The position reports to the Director of Admissions & Recruitment.

ESSENTIAL RESPONSIBILITIES:

- Develop, implement, and evaluate programs that foster connections with prospective students and provide them with resources for discernment and vocational exploration.
- Create and deploy creative programs and strategies to connect with minoritized and underrepresented student populations.
- Craft and coordinate programs to engage youth and young adults discerning a call to ministry in the Presbyterian Church (USA) and connect them with the seminary
- Organize and lead at least one “Columbia Road Trip” per semester to allow prospective students to experience Columbia first-hand.
- Plan and execute a robust annual connection plan (i.e., recruitment plan) that includes, but is not limited to, extensive travel, prospective student phone calls, prospect data management, virtual recruitment and/or discernment events, social media engagement, etc.
- Discover, register for, and attend regional events that will produce new prospective student connections and/or offer opportunities to deepen relationships with existing student connections.
- Identify, create, and strengthen relationships with pastors, campus ministers, community leaders, and other student influencers who work with feeder colleges, congregations, and other strategic partners.
- Respond to new connections and prospective student inquiries promptly – typically, within 24 hours (one business day).
- Connect via phone with at least five prospective students per day to assist them in their discernment.
- Advise prospective students through admissions processes using all appropriate communication channels.
- Host and lead recurring formation groups with prospective students.
- Maintain comprehensive records to assist with identifying strategic opportunities and adhere to company standards of professionalism, confidentiality, and integrity.
- Cultivate and constantly improve intercultural competence to effectively engage prospective students and strategic partners and effectively bridge differences.
- Other duties as requested.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree; Master of Divinity or equivalent strongly preferred
- Graduating seniors and recent alumnae/i preferred
- Demonstrated success in marketing, communication, recruitment, or other related fields
- Connection to the Presbyterian Church (USA) preferred

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Ability to communicate effectively, accurately, and appropriately using a wide range of tools
- Strong interpersonal skills with the ability to be attentive, engaging, pastoral, and persuasive

- Ability to maintain the confidentiality of records and information
- Ability to engage constructively across culture and difference
- Ability to clearly and positively communicate the mission and vision of Columbia Theological Seminary to prospective students, pastors, faculty, and other influencers
- Knowledgeable of how to efficiently organize, make decisions, prioritize multiple tasks, meet deadlines and work independently and as a team player within a highly computerized environment and with frequent daily interruptions
- Ability to provide quality service to achieve customer satisfaction by working files quickly and accurately
- Must possess excellent analytical skills

CLASSIFICATION:

- Part-time (15-20 hours per week)
- Non-exempt
- Term: November 2021- August 2022, renewable

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Office environment with travel required. Occasional evening and weekend work is necessary.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work employees perform within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

COLUMBIA THEOLOGICAL SEMINARY is an educational institution of the Presbyterian Church (USA), and a community of theological inquiry and formation committed to equity, diversity, and inclusion in the service of the Church of Jesus Christ. Established in the Reformed tradition, we embody an ecumenical spirit and welcome people of all denominational backgrounds.