



DIRECTOR OF RECRUITMENT*

POSITION DESCRIPTION

GENERAL DESCRIPTION: The Director of Recruitment* is responsible for planning and implementing a vocational outreach strategy in close collaboration with the Enrollment Management and Vocational Outreach (EMVO) team to share the good news about Columbia Theological Seminary broadly and intentionally. The Director of Recruitment is not only responsible for representing Columbia at events on and off campus but also for cultivating and nourishing relationships with students and influencers and coordinating vocational outreach efforts among staff, faculty, the Vocational Outreach Coordinator, and the Connectors. The position reports to the Vice President for EMVO.

ESSENTIAL FUNCTIONS:

1. In collaboration with the Director of Admissions and Enrollment Operations and the Vice President for EMVO, develop and implement strategic, data-driven vocational outreach strategies that are local, regional, national, and global in scope, designed to attract a diverse and highly qualified student applicant pool in collaboration with the EMVO team.
2. Supervise the Vocational Outreach Coordinator and Connectors by meeting regularly with them, coordinating vocational outreach efforts and follow-up communications plans, and developing clear metrics of accountability for all EMVO staff involved in vocational outreach in close collaboration with the VP for EMVO and the Director of Admissions and Enrollment Operations.
3. With support from the Vocational Outreach Coordinator and Connectors and the rest of the EMVO team, develop and implement a multi-channel communications strategy for prospective students at various stages of their discernment process.
4. In collaboration with the Director of Admissions and Enrollment Operations and the Vice President for EMVO and with support from the Vocational Outreach Coordinator, host and participate in on- and off-campus vocational outreach events at colleges and universities, conferences, churches, community organizations, campus ministries, and denominational gatherings.
5. Engage prospective students and their families by serving as one of the faces of the EMVO team on- and off-campus.
6. Inspire the entire Seminary community to actively participate in vocational outreach efforts, including campus visits, prospective student phone-a-thons, travel, etc.
7. Collaborate with Communications staff to implement innovative print and digital marketing strategies to increase Columbia's brand awareness among prospective students and influencers.
8. Other duties as requested.

MINIMUM QUALIFICATIONS:

- Bachelor's degree, Master's degree preferred
- Demonstrated experience with recruitment and admissions

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Excellent interpersonal skills and pastoral presence
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong technical skills, including knowledge of Canva and Slate, preferred
- Strong intercultural competence and experience in diverse communities and ecclesial traditions

- Experience supervising at least one employee preferred
- Ability to travel at least once per month during each academic year to visit colleges and universities, churches, conferences, and church-related events to recruit prospective students and network with influencers

CLASSIFICATION:

- Full-time
- Exempt
- Telework-eligible

*At Columbia Theological Seminary, we refer to recruitment as “vocational outreach,” emphasizing a mutual discernment process among our prospective students and campus partners.

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 occasional travel and evening and weekend work as necessary.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees 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 diversity, equity, 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.