



**MEADVILLE
LOMBARD**
THEOLOGICAL SCHOOL

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meadville.edu

Recruitment and Admissions Specialist

Location: Hybrid	FLSA: Non-Exempt	
Department: Enrollment Management	Type: Parttime – 20hrs	Non-Exempt Administrative
Reports To: Sr. Dir. EM	Salary Range: \$28,000 – 32,000	
Revised:	February 2024	

Meadville Lombard Theological School [Unitarian Universalist related], located in the Loop of Chicago, is seeking a part-time (20 hours) Recruitment and Admissions Specialist who will be a crucial player in the institution's success.

A graduate theological institution, Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive, and deeply committed to teaching and learning for social justice and transformation. Meadville Lombard's innovative education model is a low residency program grounded in service learning and integrated internships.

Students travel to Chicago two times a year for learning convocations, intensive coursework, and regular contact with faculty and students through various technology formats. The successful candidate must have competency in functioning in a multi-racial, multicultural, and theologically diverse learning and work environment.

Job Summary

The Recruitment and Admissions Specialist is a primary point of contact for prospective students. We will receive applicants from persons living remotely or locally, as the work is predominantly remote. We seek a person with the disposition and skills to recruit and assist prospective students in their discernment and application process. A natural inclination toward multi-faith, multi-racial approaches to social justice issues is essential. The candidate should be familiar with and aligned with the Principles of Unitarian Universalism.

Reporting to the Senior Director of Enrollment Management and Financial Aid, the Recruitment and Admissions Specialist works collaboratively with the rest of the Meadville Lombard staff and faculty to facilitate student recruitment, admission, and financial aid processes.

Responsibilities of this position include but are not limited to:

Enrollment Management and Admissions

- Contributes to developing recruiting, enrollment, retention goals, strategies, and activities in collaboration with the Senior Director of Enrollment Management and Financial Aid to achieve enrollment goals. Activities include but are not limited to:
- Fostering and developing relationships with identified communities and demographics
- Proactively communicating with prospective students and the community through appointments, direct phone calls, emails, events, and mailings.
- Representing MLTS at on- and off-campus recruitment programs and events.
- Recruitment at prospective student conferences, general/regional and district assemblies, congregational visits, etc.
- Informs prospective students of the educational opportunities available at MLTS and - where appropriate - the unique benefits of a UU-based educational experience.
- Identifies prospective students and pools of students for recruitment.
- Tracks inquiries and applicants.
- Assists prospective students in the application and matriculation process.
- Collects and maintains student data required for the application process.

Financial Aid

- Serves as secondary financial aid resource person.
- Provides information and answers to questions relating to financial assistance available to students.
- Troubleshoots general financial aid issues and provides feedback.
- Helps students understand the procedures and policies of the financial aid process.
- Provides resources to educate students about student debt, such as responsible debt loads and debt repayment upon graduation.
- Provides counsel to students regarding financial needs and problems, eligibility, and procedures, and recommends financial aid opportunities.
- Duties will include conducting financial aid interviews with prospective students, collaborating on scholarship determinations, processing financial aid disbursements each term and processing federal student loans.

Other

- Coordinates with internal MLTS resources to provide student services promptly.
- Contributes to preparing recruitment, admissions, and financial aid reports.
- Assists with distributing and collecting enrollment, admissions, and financial aid information.
- Approximately 30% travel is required.
- Performs other duties as assigned.

Qualifications

A bachelor's degree and one year of recruiting or sales experience are required, with a strong preference for this experience in an academic setting. Experience with Unitarian Universalism, its principles, and practices is preferred but not required.

The preferred applicant will commit to the importance of theological education and liberal ministry, be well-organized, have solid and effective time management and organizational skills, and be a self-starter. This hands-on position requires high levels of discretion, excellent attention to detail, and interaction with diverse populations using sensitivity and sound judgment. The person in this position will interact with students, staff, and faculty. The position requires proficiency in both verbal and written communication.

Financial Aid experience would be a plus but not necessary. The candidate should be personable, collaborative, enthusiastic, and a good listener.

Other Experience/Aptitudes

- Proficiency with Microsoft software, including Office 365 (especially Outlook, Teams, and OneDrive), is strongly preferred.
- Experience with Populi, another student information system (e.g., Canvas), or a demonstrated ability to learn new systems is necessary.
- Relevant professional experience in an office setting is desirable.
- Ability to focus on details as well as the big picture.
- Ability to work independently and as part of a team.
- Ability to handle multiple projects simultaneously, determine priorities, and meet deadlines.

Apply to Dr. Philip E. Pena, Vice President, Finance and Administration, ppena@meadville.edu.