Recruitment and Admissions Specialist

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

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 and intensives in addition to regular contact with faculty and students through a variety of 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. While primarily working remotely, this critical role is located in Chicago, Illinois. We are seeking 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 the development of 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:
  o Fostering and developing relationships with identified communities and demographics
  o Proactively communicating with prospective students and community through appointments, direct phone calls, emails, events, and mailings.
  o Representing MLTS at on- and off-campus recruitment programs and events.
  o 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 repayment of debt upon graduation.
- Provides counsel to students regarding financial need and problems, eligibility, and procedures, and recommends financial aid opportunities.
- Duties will include conducting financial aid interviews with property 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 in a timely manner.
- Contributes to the preparation of recruitment, admissions, and financial aid reports.
- Assists with the distribution and collection of enrollment, admissions, and financial aid information.
- Approximately 30% travel is required.
- Performs other duties as assigned.

Qualifications

Bachelor’s degree and one year of recruiting or sales experience 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 have a commitment to the importance of theological education and liberal ministry, be well-organized, have strong and effective time management and organizational skills, and be a self-starter. This is a hands-on position that 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. 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 at once, determine priorities, and meet deadlines.

Meadville Lombard Theological School is an Equal Opportunity Employer and encourages women, persons of color, and persons with disabilities to apply. The School is committed to enriching its educational experience through the diversity of its faculty, administration and staff. Candidates who meet most, but not all, position qualifications and who are prepared to fulfill all position responsibilities are welcome to apply.

Interested applicants should submit:

1. a cover letter indicating why you are interested in this position
2. a current resume

By email to:

Lisa Kopecky
Interim Business Officer
Meadville Lombard Theological School
lkopecky@meadville.edu

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED
Applications will be accepted until October 10, 2022.

We thank all applicants in advance for their interest, however, ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

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