



## **JOB POSTING**

Institution: The Episcopal Theological Seminary of the Southwest  
*dba* Seminary of the Southwest  
Location: 501 E. 32nd Street, Austin, Texas 78705  
Website: [ssw.edu](http://ssw.edu)  
Job Title: Director of Enrollment Management and Admissions  
Category: Administration: Enrollment Management and Admissions  
Posting Date: Immediate  
Application Due Date: Open Until Filled  
FLSA Classification: Exempt—Executive—Administration  
Type: Full-time  
Apply: Cover letter and resume via email to:  
Frederick L. Clement, Executive Vice President  
[evp@ssw.edu](mailto:evp@ssw.edu)

## **INSTITUTION**

Seminary of the Southwest — located in the culturally vibrant city of Austin, Texas — is a dual-accredited institution of higher education offering five master's degree programs exploring the most challenging and exciting questions and issues in religion, counseling, chaplaincy, pastoral care, and spiritual formation. Our mission is to form men and women for the service of Christ in lay and ordained ministry within the church and the larger society. The training and formation of innovative Christian leaders and clinical counseling practitioners is at the heart of everything we do. As an affiliate of the Episcopal Diocese of Texas, Seminary of the Southwest is positioned in the deep center of the church, embracing its theological and cultural diversity.

The Seminary has approximately 100 enrolled graduate students, one-half of whom reside on campus, and an additional 140 through its non-degree outreach offerings; employs 13 full-time faculty, 18 part-time adjunct and visiting faculty, and 23 full-time administrative and support staff; operates on a \$6 million annual budget with an endowment of nearly \$40 million; and maintains a nine-acre campus situated in close proximity to the University of Texas and downtown Austin.

## **JOB DESCRIPTION**

### **Summary**

The Director of Enrollment Management and Admissions plans, executes, oversees, organizes, and directs a comprehensive program of enrollment management—including student recruiting, admissions, and financial aid program administration—and ensures that the assigned functions of

this office and its personnel are fulfilled consistent with the Seminary's mission, goals, and objectives.

## **Reporting Relationships**

The incumbent receives primary supervision and direction from the Dean and President. In matters involving the award and administration of institutional and federal student aid, the incumbent receives secondary supervision and direction from the Executive Vice President. The incumbent exercises direct supervision of all subordinate personnel in the Office of Enrollment Management.

## **Essential Duties and Responsibilities**

### Enrollment Management

- Develops long-range strategic plans and policies in support of an integrated end-to-end enrollment management process
- Administers electronic data management processes and systems (Intelliworks, PowerFAIDS, and related student information systems) and ensures policies and procedures exist and are managed to optimize continuing utilization of these resources
- Administers the enrollment management operating budget
- Develops and reports statistical analysis of external market conditions and internal operating results
- Collaborates with the Academic Dean and faculty to review admission standards and policies and prospective student qualifications
- Collaborates with the administration, faculty, and staff to develop and implement enrollment models and statistical reports, track and project admissions, develop student profile reports that indicate predictors of enrollment success, assess and evaluate the effectiveness of institutional mission and goals in fulfillment of the core requirements and comprehensive standards of accreditation
- Collaborates with the Executive Vice President on the administration of institutional and federal student aid
- Supervises all subordinate personnel in the Office of Enrollment Management and Admissions

### Marketing and Recruitment

- Identifies and incorporates best practices in student recruitment, application processing, admissions, and enrollment
- Develops and evaluates the effectiveness of the department's advertising, direct mail, social media, website, brochures and other collateral materials
- Creates and implements data-driven, market-sensitive, goal-oriented strategic recruiting plans to reach targeted regional and national audiences

### Education and Experience

- Bachelor's degree from an accredited college required; Master's degree preferred
- Minimum of five years of progressively responsible experience in higher education or related fields
- Experience working with student information systems, Excel, PowerFAIDS, and related enrollment management and admissions computer programs
- Experience with statistical data collection, analysis, interpretation, and reporting in the functional area of enrollment management and admissions

- Ability to think critically, strategically, and creatively
- Experience in student recruitment
- Experience in the administration of institutional and federal student aid
- Experience in federal regulatory compliance related to Title IV and Title IX programs and reporting requirements
- Experience and familiarity with the Episcopal Church and its polity preferred

#### Working Environment

- Works primarily in a climate controlled indoor office environment with minimal risk of safety and health hazards
- Sedentary, sitting, walking, occasional lifting from floor, bending, frequent near vision use, occasional stress

#### Miscellaneous

- Valid driver's license, clear driving record
- Clear criminal background check prior to employment
- Ability and availability for professional travel up to 20% of time
- Availability for occasional evening and weekend hours

#### Note

- The above job posting is intended to describe the general nature and level of work being performed by the incumbent in this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

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### **How to Apply**

Interested candidates should submit a cover letter and resume to Executive Vice President Frederick L. Clement at [fred.clement@ssw.edu](mailto:fred.clement@ssw.edu).