

Enrollment Advisor

The Enrollment Advisor will be responsible for generating inquiries and recruiting students for all programs (certificate, non-degree, degree, diploma) offered by San Francisco Theological Seminary (SFTS), a graduate school located in Marin County. The successful candidate will be an articulate, organized, results driven, dynamic and enthusiastic leader and team player.

Duties and Responsibilities:

- Expected to complete high volume of outbound calls to targeted prospective students, generating inquiries and qualifying leads.
- Advises prospective students on all SFTS program offerings according to their educational goals and interest, by providing timely, accurate, and comprehensive enrollment options and program information.
- Responds to all inquiries within 24 hours.
- Assists prospective students throughout the application process up to enrollment by performing appropriate follow up and coordination with team members.
- Assists with data entry and application processing of applicant files.
- Manages a pipeline of leads, driving conversion from leads to enrollment to achieve enrollment goals.
- Represents SFTS by conducting campus tours, recruitment fairs, class visits, and conferences on a national level.
- Utilizes critical thinking and problem solving skills to address and resolve student issues and ensure a positive student experience.
- Proven ability to work independently, and manage multiple tasks efficiently and effectively.
- Self-motivated and able to work effectively in a team environment.
- Other duties as assigned by the Associate Director of Admissions Operations.

Position Qualifications:

- Bachelor's degree required.
- A minimum of 1 year admissions or sales experience is required.
- Experience with student information systems, database management systems, and online marketing and recruitment experience highly desired.
- Experience with a Customer Relationship Management (CRM) product is desired (Salesforce experience would be ideal).
- Valid driver's license.
- Willingness and availability to work evening and weekend hours.
- Some domestic travel will be required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Peripheral vision, Depth perception and Ability to adjust focus.

Founded in 1871, the San Theological Seminary (SFTS) is a 21st century seminary of the Presbyterian Church (U.S.A.) and a non-profit, graduate educational institution of higher education preparing future church leaders.

Please send a Resume and Cover Letter to JOBS@SFTS.EDU | www.SFTS.edu
SFTS is an Equal Opportunity Employer Title IX Compliant