

Job Description: Student Recruitment Officer

Position: Student Recruitment Officer

- Part Time, Salaried (16-20 hrs per week)

Role Overview

In the past, the student recruitment leader was the person solely responsible for growing interest in EBC and converting leads. Going forward, the student recruitment leader will work alongside the creative team at EBC and Slate Church to build a funnel of high leverage speaking opportunities for EBC and Slate spokespersons to get in front of prospective students. This role is a mix of business development and creative output, combining high fidelity marketing content with outreach. Success in this role is growing a strong level of interest in EBC, while building relationships with students to guide them through the recruitment process.

Accountability

- The **Student Recruitment Officer** serves under the supervision of the Director of Operations and works in relationship with key positions
- This employee must agree to the following statements of the college: statement of faith, community standards agreement (which includes the harassment policy), confidentiality agreement, and other statements and training required by law or polity which may arise from time to time.

Duties

- o Build a pipeline of prospective churches, Christian schools, and events
- o Book speaking opportunities
- o Strategically match spokespersons to the best speaking opportunities
- o Advise students during pre-admission meetings, and identify their needs to solve academic and/or financial problems by making appropriate on-campus referrals using knowledge of all college programs and services

Requirements

Education & Experience:

- Minimum of a college diploma, preferably in a related area
- Bible college or theological education is preferred

The position calls for:

- Ability to build a pipeline of feeder organizations and close speaking slots
- Passion for students and ability to build strong relationships

General Requirements:

- Passion for the church and for developing leaders for the church and the world
- Strong interpersonal, administrative, and time-management skills
- Commitment to an Evangelical expression of the Christian faith
- Spiritual maturity and a desire to engage in modeling and mentoring relationships with students

Salary and Benefits

- Pay for this position will be determined by qualifications of the candidate as assessed by the college
- Vacation is three weeks per annum