

# The Southern Baptist Theological Seminary

## Position Description

**Position Title:** Secretary-Admissions

**Department:** Admissions

**Position Code:** L1100

**Date Prepared:** 2/3/10

**FLSA Status:**  Exempt  Non-Exempt

Full Time: Yes  No

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### **JOB SUMMARY:**

The Admissions Secretary is primarily responsible for database entry for applicants and for assisting the Admissions Office by moving files through the application process.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Database entry for applicants
  - Stay updated on Jenzabar and other applicable software training
  - Enter new application (and approval) information
  - Enter and file incoming mail
- Assist Admissions Counselors with applications/file review
  - Move files through committee process
  - Follow-up with pending and special student files, including placing and removing holds
  - Final file checks and filing away in appropriate locations
  - Running and proof approval/denial letters or change of entry date
- Communication with other seminary offices in order to successfully process files such as but not limited to:
  - Student Services, Academic Records, Extension Education, Housing, etc.
- Assistance with general office tasks:
  - Second line on phone calls
  - Response to email
  - Open and sort mail
- Assistance and leadership to on-campus events including but not limited to:
  - Preview Days, GMAA, Fall Festival, orientation, graduation, etc.
- Expected to attend both chapel services during the week

Performs other duties as may be assigned by supervisor.

**QUALIFICATIONS:**

- Ability to portray the seminary values and distinctive in writing, speaking and personal demeanor, and spiritual commitment
- Detail oriented and able to work at a fast pace
- Proven record of strong management skills
- Excellent communication skills; ability to interact and engage people, and view, discern, adjust, and respond appropriately to non-verbal communication cues
- Strong team leader who encourages communication among colleagues and creative thinking in order to accomplish goals
- Visual acuity to work unassisted in editing printed materials and distinguishing subtle color and design features
- Some weekend hours required
- Experience with database systems and running reports preferred

**EDUCATION:**

A Bachelor's degree is preferred.

**SUPERVISION:**

The person in this position will supervise no one.

The person in this position will report to the Director of Admissions.

**WORK ENVIRONMENT:**

The person in this position must be able to communicate effectively through verbal and written communication; make repetitive motions with wrists, hands and fingers; lift up to 35 lbs., be able to walk up and down stairs, and enter and exit all campus buildings unassisted; demonstrate the ability to sit for extended periods of time; use a personal computer for correspondence; and operate efficiently in a competitive work environment.

**EQUIPMENT:**

The person in this position will use the following equipment: standard office equipment.