

POSITION DESCRIPTION

Position Title: ACTS SEMINARIES STUDENT WORKER (ENROLMENT)

Position Summary

Help achieve overall seminary enrolment goals in support of the enrolment team by communicating with prospective students over the phone, via email and in person. Student Workers will provide information to prospective students about ACTS Seminaries and Trinity Western University, talk about their personal experience at ACTS and guide prospective students towards the next step in the admissions process.

Primary Responsibilities

This is a part-time position with the following primary responsibilities.

1. Prospective Student Contact

- a. Initiate contact by phone or email with prospective students according to a contact list provided by supervisor. Create connections and provide information about ACTS programs, experiences, admissions processes and events.
- b. Provide timely feedback to supervisor about their contacts, particularly prospective students who require follow up.

2. Data Entry

- a. Record summary of calls and emails, and pass information on to supervisor.
- b. Maintain confidentiality about student information, and follow information security procedures.

3. Event Support

- a. Assist in planning and implementation of recruiting and retention events.
- b. Create connections with current and prospective students at events.

Supervision: ACTS Assistant Director of Admissions

Experience: At least one year of experience as a student at ACTS Seminaries (students with less will be considered on a case-by-case basis).

Skills: Excellent oral and written communication skills, responsible and reliable, able to take initiative in problem solving, and be friendly and personable over the telephone. Applicants must possess a strong work ethic and be detail oriented. The position requires an individual who has a high level of energy, enthusiasm, professionalism and a commitment to teamwork, as well as the ability to work independently.

Position Dates: Hired on a semester-by-semester basis, with time off for reading weeks, statutory holidays and other office closures. Up to 12 hours per week.