

## Job Description

<b>Position Title</b>	Church Liaison/ Recruiter		
<b>Business Unit</b>	Enrollment & Admissions	<b>Status:</b>	Full-Time Exempt (Salaried)
<b>Reporting to</b>	VP for Enrollment	<b>Salary Range:</b>	To be determined

<b>Background</b>	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University’s Mission statement is “Inspiring knowledge, faith, and service through Christ-centered education.”</p>
<b>Position</b>	<p>The Church Liaison is an active member of the Office of Enrollment and manages an assigned territory for churches. Through articulating the University’s mission and vision, they are able to communicate the culture of campus life to prospective students. He or she ensures that recruiting goals are met by Identifying students that are in the Adventist churches, but do not attend an academy and assist them in moving through the recruitment process from inquiry, applications, acceptances and enrolled students are met.</p>

**Responsibilities**

- Establishes and maintains a positive and respectful relationship with churches in the Community for mutual benefit.
- Provides information, about all church events including TLT, Pathfinders, and camporee opportunities for University Involvement, to the VP for Enrollment.
- Will work closely with Advancement Office on Camp Meeting events, that need assistance from the Enrollment Office.
- Building relationships with each pastor from our Union churches by establishing communication about events and activities that are happening on SWAU campus, as well as being informed when events will be happening at the churches.
- Will be in charge with putting a SWAU student team that will travel to different churches/ events on the weekend.
- Submits a report monthly on contact that has been made to churches and trips that have been completed.
- Working closely with Enrollment Counselors on any leads that have been received during an event.
- Assist with campus tours and guest when available
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- Support recruiting initiatives within the Southwestern Union and outside the Union
- Project a professional image at all times
- Communicate effectively with various target audiences, including the ability to evaluate audiences and tailor appropriate messages to each.
- Consistently makes an effort to have a healthy pipeline by contacting all prospective students using various channels (email, text, phone, social media, etc.);
- Stays current on the University's academic, spiritual, recreational, social and extra-curricular calendar so information can be communicated to prospective students as another method to build engagement;
- Builds and maintains successful cross-functional relationships with other departments and teams on campus;
- Have an in-depth knowledge of the University's admission requirements and the application process
- Collaborate with the Student Financial Aid team wherever needed to ensure the information communicated to prospective students is accurate and up-to-date
- Be proficient to expert with all University CRM software

Miscellaneous

The role requires attendance at various activities that may occur over the weekend. The ability to work evenings and have a flexible work schedule may be required to be successful in the role. There will be periodic travel within the state as well as out of state (Up to 70% annually).

Staff Supervision

Various student workers

<p><b>Requirements</b></p>	<p><b><u>Minimum</u></b></p> <ul style="list-style-type: none"> <li>▪ Must have a strong commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</li> <li>▪ Ability to engage with all members of all ages</li> <li>▪ Projects energy, enthusiasm and excitement</li> <li>▪ Skilled at planning and managing time effectively</li> <li>▪ Must have bachelor's degree</li> <li>▪ Must be willing to travel and able</li> <li>▪ Must be willing to work weekends</li> <li>▪ Ability to develop constructive relationships with a variety of people.</li> </ul> <p><b><u>Preferred</u></b></p> <ul style="list-style-type: none"> <li>▪ Prior experience in sales or customer service</li> <li>▪ Prior experience working for an educational institution/ Churches</li> </ul>
<p><b><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></b></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	