



## **Director of Seminary Admissions & Church Relations Position Description**

### **About Erskine College**

Erskine College exists to equip students for lives of service and leadership, building Christ's Church, and influencing society for God's glory. Our mission is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

### **Mission of Erskine Theological Seminary**

As the theological graduate school of Erskine College, and as an agency of the Associate Reformed Presbyterian Church (ARPC), Erskine Theological Seminary's mission is **to prepare men and women to fulfill the Great Commission of Jesus Christ through theological higher education that is ecclesial, missional, and confessional.** We are a biblical, Reformed, and evangelical seminary community of learning sustained in prayer, supported by a growing constituency, united in faith, and fueled by the power of the Holy Spirit for gospel transformation in every area of life. We seek to advance Erskine's vision and mission through biblical faithfulness, in-person and online modalities, academic excellence, and a pastoral-heartedness. We aim to become the preeminent pastor-shepherd seminary in the United States.

### **Overview of the Position**

The **Director of Seminary Admissions & Church Relations** advances the mission of the Seminary through a ministry of recruitment and service to prospective and new students. The Director advances the mission through facilitating deeper connections with the Associate Reformed Presbyterian Church (ARPC) and other constituent denominations and churches.

## Qualifications and Expectations

- *Christian Profession:* The candidate will be a Christian who professes faith in the Lord Jesus Christ, endeavors to grow in the grace and knowledge of Christ, and seeks to advance Christ's Kingdom especially through active service in the local church.
- *Ecclesiastical Qualifications:* The candidate will be an ordained minister in an evangelical church that preaches the gospel, preferably a minister in the Associate Reformed Presbyterian Church (ARPC).
- *Education:* Master of Divinity (MDiv) and a Bachelor's degree, required.
- *Experience and Personal Qualities:*
  - Extroverted personality and ability to relate well with others.
  - Ability to communicate effectively, both orally and in writing.
  - Ability to recruit and support new seminary students.
  - Ability to foster and deepen connections between different groups of people and consistencies.
  - Ability to travel regularly for recruitment and church relations events and speaking engagements.
- *Personal Commitment:* The candidate will personally model and support Erskine College and Theological Seminary's vision, mission, and values. The candidate must personally affirm the following:
  - Agreement with Erskine College's [Statement of Faith](#).
  - Agreement with Erskine College's [Philosophy of Christian Higher Education](#) (which agrees with the same said position held by the ARPC).
  - Agreement with Erskine College's [Statement of Human Sexuality](#) (2015).
  - Agreement with the ARPC [Position Statement on Human Sexuality](#) (2019).

## Responsibilities

- *Admissions*
  - Primarily responsible for recruiting new students into the Master of Arts in Practical Ministry (MAPM), Master of Arts in Theological Studies (MATS), Master of Divinity (MDiv), Master of Theology (ThM), and Doctor of Ministry (DMin) degree programs.
  - Direct the Seminary's Admissions Counselors.
  - Work with the Director of Communications & Marketing to develop recruitment materials and marketing plans for the Seminary.
  - Coordinate with the Seminary Student Services Office on following up with prospective students and processing applications.
  - Coordinate with the Seminary Faculty Graduate and Postgraduate Committees on issues pertaining to admission to specific degree programs.
  - Pray for prospective and new students. Offer spiritual support to staff and prospective/current students.

- *Church Relations*
  - Specifically facilitate deeper connections for the Seminary with the ARPC and other constituent denominations and churches.
  - In coordination with Erskine College’s Senior Director of Admissions, generally promote deeper connections for Erskine College as a whole, especially within the ARPC.
  - Preach (or teach) in various churches throughout the year while representing the Seminary.
  - Represent the Seminary at ARPC and other constituent denominations’ major meetings and events throughout the year (e.g., General Synod, annual meetings, presbyteries, conferences, and camps).
  - Cultivate relationships with key local churches, denominational ministries (e.g., World Witness, Reformed University Fellowship), and chaplaincy networks/endorsers to create and strengthen student pathways to the Seminary.
  - Coordinate with the Coordinator for Seminary Outreach on presidential outreach initiatives and alumni outreach plans.
  - Pray for the ARPC and other constituent denominations and churches.
  
- *Teaching*
  - If the candidate possesses an advanced theological degree beyond the MDiv, may teach select Seminary classes as an adjunct in the ministry department and/or in the candidate’s disciplinary area.

**Working Conditions:**

- Full-Time, salaried, with benefits.
  
- Office may be based out of the Due West main campus or the Greenville additional location. Must work out of the Due West office on Tuesdays.
  
- Ability to travel regularly for student recruitment and church relations events, including multiple overnight trips per year. Travel includes both one day trips and recruitment at multiday annual conferences (2–3 important annual conferences occur in June every year).

**Organizational Relationships:** Reports to the Dean of the Seminary. Coordinates with Seminary’s Student Services Office, Erskine College’s Senior Director of Enrollment, and Coordinator for Seminary Outreach.

**Application Process:** To ensure full consideration, interested candidates should complete the [online application](#). The online application includes a link to upload a letter of application, a resume, and a list of references.