

VOCATIONAL OUTREACH ASSOCIATE
POSITION DESCRIPTION

General Description:

The Vocational Outreach Associate will work collaboratively with the Enrollment Management and Vocational Outreach team to connect with prospective students as they discern their calls to ministry. Notably, this Associate will serve as primary ambassador for the Seminary, traveling regularly to represent Columbia. This position reports to the Vice President for Enrollment Management and Vocational Outreach.

Essential Functions:

1. Travel and retrieve contact information for those discerning whether theological education is the next faithful step for them, in pursuit of increasing enrollment with qualified and exceptional students.
2. In partnership with the Enrollment Management and Vocational Outreach team (EMVO), execute a robust vocational outreach strategy that includes extensive travel (traveling at least twice per month), prospective student phone calls, prospect data management, virtual events, social media engagement, and other forms of promotion and connection. In collaboration with EMVO and other campus partners, connect with pastors, campus ministers, community leaders, students, alumni, and other influencers who work with feeder colleges, congregations, and strategic partners.
3. Respond to new connections and prospective student inquiries promptly, typically within 24 hours (or one business day).
4. Maintain comprehensive records of visits and interactions to assist with identifying strategic opportunities.
5. Identify, recruit, and train other student admissions ambassadors who can welcome prospective students to campus and lead campus tours.
6. In collaboration with the EMVO team and student ambassadors, coordinate events with prospective students on- and off-campus and virtual and in person.
7. Nurture and strengthen relationships with student influencers who have connections with feeder colleges, congregations, and other strategic partners, be they PC(USA) or non-PC(USA), domestic or international.
8. Cultivate and continually deepen intercultural competence to effectively engage prospective students and strategic partners.
9. Adhere to seminary standards of professionalism, confidentiality, and integrity.
10. Other duties as requested.

Minimum Qualifications:

- Bachelor's degree (with a Master of Divinity or equivalent strongly preferred)
- Demonstrated success in recruitment or sales
- A knowledge of and heart for theological education
- Connection to the Presbyterian Church (USA) preferred

Knowledge/Skills/Abilities:

- A passion for Columbia Theological Seminary and a desire to invite others to be a part of it
- A strong attention to detail with disciplined time management skills
- A proven capacity to clearly communicate the mission and vision of Columbia Theological Seminary to prospective students, pastors, faculty, and other influencers
- Intercultural competence, engaging constructively across cultures and differences
- Professionalism along with a team mindset
- Prior experience with Canva and Slate a plus

CLASSIFICATION:

- Full-time
- Exempt
- Telework eligible
- Term: through June 2027, renewable

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Work is performed in an office environment.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work employees perform within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

Columbia Theological Seminary is an educational institution of the Presbyterian Church (USA), and a community of theological inquiry and formation committed to equity, diversity, and inclusion in the service of the Church of Jesus Christ. Established in the Reformed tradition, we embody an ecumenical spirit and welcome people of all denominational backgrounds.

Consistent with the Seminary's [Core Values](#) and as a seminary affiliated with the Presbyterian Church (USA), Columbia Theological Seminary ("Seminary" or "CTS") affirms its commitment to promoting the goals of fairness and equity in all aspects of its theological and educational enterprise. Through federal, state, and local law and Seminary policy, the Seminary prohibits harassment of or discrimination against any person based upon sex, pregnancy, sexual orientation, gender identity, race, religion, nationality, socio-economic status, personal appearance, color, political affiliation, religion, creed, ethnicity, national origin, citizenship status, physical or mental ability, age, marital status, family responsibilities, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category.