

Admissions Communications Coordinator
Office of Admissions

Princeton Theological Seminary is seeking an Admissions Communications Coordinator to support the mission of the Admissions Office at Princeton Theological Seminary. The Office of Admissions is looking for a talented writer and efficient communicator with excellent organizational skills, a detail-oriented mindset, and an aptitude to successfully learn new technologies in a supportive and innovative environment. This person will work within the Office of Admissions and will partner with the Marketing and Communications office as a liaison.

Qualifications:

- Bachelor's degree required.
- Applicant must have two years of experience.
- Technical proficiency with Slate a plus, social media, Microsoft Office, Google Applications Suite, Canva, and other digital tools.
- Outstanding communication, writing, editorial, and interpersonal skills.
- Ability to work collaboratively across organizational lines.
- Email Marketing, basic HTML, content management, and web experience.
- Ability to comply with Seminary policies.
- Supervisory skills are a plus.

Primary Responsibilities:

- Utilize the Admissions Customer Relationship Management (CRM) tool, Slate, to design and launch compelling communications that highlight the diverse graduate programs.
- Communicate effectively with prospective students via email, text, and phone, particularly during peak recruitment and yield seasons.
- Provide prompt responses to inquiries about application status, managing email communications for potential, current, and admitted students.
- Serve as a liaison between Marketing and Communications, Event Services, and other campus offices to ensure effective communication alignment and coordination.
- Manage admissions campus tours, admissions interviews in Slate, event registrations, invoicing, travel reimbursements, and other related logistics.
- Assist in organizing, executing recruitment and admissions events on and off campus (with limited travel), contributing to these initiatives' successes.
- Assist with and attend campus events, info sessions, and open houses (when needed).
- Performs other duties as assigned.

Preferred Qualifications

- Experience in graduate education and familiarity with theological education.
- Two or more years of experience with CRM platforms, student databases; Slate online application system is a must.
- Familiarity with marketing, web content management, and basic web content updates.
- HTML skills preferred.

Job Schedule: Full time on site (Princeton NJ). To apply email Norma Merced at: norma.merced@ptsem.edu