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FULL TIME POSITION AVAILABLE

Philadelphia Campus (Glenside, PA)

Job Title: Director of Admissions

Start Date: May 15, 2008

Job Summary: Responsible for managing the admissions process from recruitment to admissions. Ensure that the Admissions Office communicates the seminary's mission and core values clearly and promotes the seminary and its programs effectively to prospective students and their representatives as well as the public at large. Attract, select and enroll the seminary's target level of highly qualified men and women to be trained to serve Christ in Kingdom ministries.

Qualifications: Master's degree or higher from WTS required (or in progress).
Thorough knowledge of the academic requirements, mission and goals of the seminary.
Subscription to the Westminster Confession of Faith preferred.
Two plus years office management experience preferred.
One or more years of recruitment and/or public relations experience preferred.
Excellent communication and relational skills.
Interest in people and comfortable working with prospective students of diverse backgrounds (including international and female prospective students).
Ability to exercise sound judgment and discretion.
Demonstrated leadership, initiative and administrative ability.
Basic working knowledge of Microsoft Office products.

A complete job description is available upon request. Westminster offers generous health and retirement benefits.

INTERESTED PARTIES PLEASE EMAIL COVER LETTER AND RESUME TO:

Karin Deussing
Director of Human Resources
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