

CENTRAL CHRISTIAN COLLEGE OF KANSAS

POSITION ANNOUNCEMENT: DIRECTOR OF ENROLLMENT

VISION, MISSION, AND PURPOSE

Central Christian College of Kansas is a mission driven institution committed to providing a Christ-Centered Education for Character. As such, Central Christian seeks like-minded individuals, committed to Christian Service and Discipleship, in order to sustain a campus community focused on our vision to provide a transformative educational experience, rooted in Christ, to any person desiring to become a faithful steward of heart, mind, soul, and strength.

Founded in 1884, Central Christian College of Kansas maintains a residential program in McPherson, Kansas, though its mission extends much further through its online and graduate programs. CCKK is affiliated with the Free Methodist Church of North America and welcomes all students regardless of gender, race, ethnicity, disability or economic status. In the same way, Central Christian recognizes the benefits of maintaining a diverse faculty and staff, representing the creativity of a loving and innovative God, and who can provide a wide spectrum of perspectives and experiences. We specifically encourage inquiries from candidates from racial and ethnic backgrounds that are currently underrepresented on our faculty and staff.

SUMMARY DESCRIPTION

Central Christian College is seeking a Director of Enrollment. Reporting directly to the Chief Operations Officer, the Director of Enrollment leads and manages the Admissions Office which collaborates with high schools, industries, and communities regarding recruitment services and campus visits. Major responsibilities include the development, design, and implementation of strategic enrollment and recruitment efforts to support the College's goals. This includes strategic oversight of admissions policies, procedures, practices, and the supervision of enrollment personnel while leveraging customer relationship management (CRM) strategies. This position is best suited for a mission minded individual who believes in the value of a Christian-based private education and enjoys a fast-paced environment.

This is a staff position, serving as an exempt 12-month employee. The salary is based on credentials and experience. A generous complement of benefits is offered, including health insurance, vacation, personal time, retirement plan contributions, and tuition remission for the employee and his or her dependents. Beyond those measurable benefits, CCKK is a great place to work, with dedicated faculty and staff serving with whole hearts, shaping the next generation of Christian leaders.

As a member of the Association of Free Methodist Educational Institutions and recognizing that College's commitment to its vision and mission, all employees are required to affirm of the College's evangelical statement of faith and lifestyle expectations. The applicant should consider the missional perspective of the College, before applying (<https://www.centralchristian.edu/about/>).

Additional requirements include:

- Bachelor's degree required; business, marketing, communications or other related field
- At least five years' experience in a college or university admissions office with at least three years as either the assistant director, associate director, or at a director level
- Record of successful outcomes in the development and achievement of enrollment goals
- Experience in hiring, supervising, management decision-making, and team development
- Maintain an active and growing personal relationship with Jesus Christ

Interested candidates should submit a cover letter describing their interest in the position and qualifications for this specific position, a resume or curriculum vitae, statement of faith, and the contact information for two professional references and one character reference (include phone and email). **All applications and nominations will be considered highly confidential.** All nominations and applications should be mailed electronically to katherine.potter@centralchristian.edu. The position will remain open until filled.

Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. Therefore, the College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).