



Director of Admissions | Admissions Team

Job Description

INTRODUCTION

The Director of Admissions oversees the recruitment of prospective students to Boise Bible College by leading recruitment plans and strategies, overseeing student matriculation, and managing staff. The ability to understand organizational systems, collect and use data to inform decision-making, drive processes and workflows, and build relationships is paramount in this position. Relational leadership is essential in student recruitment, church relations, community outreach, and staff development.

This position is expected to balance managing the office (~70%) with building relationships through travel (~30%). The Director of Admissions is expected to travel approximately 65-80 days per year. High recruitment months may require weekend travel. Summer camps are also a vital part of the recruiting strategy. Visiting prospective students, supporting church youth groups, attending retreats and rallies, and engaging with the broader Christian community are highly valued as means to achieve this department's objectives. This is a full-time position with occasional extended hours due to on-campus events, meetings, and appointments, as well as travel schedules.

The responsibilities will include, but not be limited to, the following:

GENERAL

- Demonstrate a working knowledge of the history of Boise Bible College, within 9-12 months, and align with the mission and purpose of the College and its Restoration Movement heritage
- Develop and maintain relationships with local and regional churches and alumni
- Serve on the Presidential Executive Team and participate in regular meetings
- Write reports for the Board of Directors and participate in annual meetings
- Knowledgeable of all academic programs and student opportunities offered at the College.
- Oversee hiring, training, and regular evaluation of all admissions staff
- Drive the G.O.S.T. process for the Admissions Department
- Lead the charge on the execution, evaluation, and continuous improvement of the College's recruitment plan.
- Direct all recruitment activities of the College and the work of the Admissions Office staff in such a manner as to promote cooperation and unity with all other school departments and to adhere to the college's guidelines for operations and procedures.
- Oversee the hiring, training, and regular evaluation of all employees and volunteers involved in student recruitment for the college.
- Develop and maintain relationships with local and regional churches, schools, and camps.
- Oversee the development, production, and dissemination of all promotional materials and advertisements for the purpose of recruitment, following College branding guidelines.
- Submit regular reports to the President on the work of the Admissions Office and the status of the students in the admissions funnel.

- Actively participate in the ABHE reaccreditation process
- Maintain a professional, welcoming atmosphere for employees, prospective students, and their families.

RECRUITMENT

- Plan the annual recruiting calendar, including on-campus recruiting events, college fairs, school visits, youth group visits, camps, and local events.
- Oversee the process, evaluation, tracking, and progress of students through the admissions funnel.
- Become proficient with all admissions software.
- Drive office management procedures that ensure timely data entry, strategic communication, and consistent contact.
- Represent the college at recruitment opportunities, including but not limited to: youth groups, summer camps and conferences, college fairs (NACCAP, NACCAC, and IACRAO) and local events.

ENROLLMENT

- Oversee the process of communication with applicants regarding their acceptance, enrollment, financial aid, and financial obligations as new students in cooperation with the Registrar's Office, Financial Aid Office, and Business Office.
- Evaluate applicants for acceptance in cooperation with the school's registrar.
- Award scholarships to applicants based on meeting specified deadlines and academic standards.
- Engage other departments to support the school's recruitment efforts, especially academic department heads.

TRAINING AND EXPERIENCE

- Bachelor's degree from a Restoration Movement (RM) College (strongly preferred)
- Experience in management, marketing, event planning, or a similar field (strongly preferred)
- Five years of experience in local RM church paid ministry (preferred)
- Master's Degree from an RM College (preferred)
- Five years of experience in an Admissions department at an RM college or university (preferred)
- Higher Education Administrator Experience (preferred)
- Participated in an ABHE reaccreditation process (preferred)

CORE COMPETENCIES & EXPECTATIONS

- Candidate must be a professing Christian
- Candidate must become an active member of a Restoration Movement church in the Treasure Valley within 12 months of being hired
- Candidate must have a passion for the local church
- Candidate should be able to meet people easily and communicate a genuine interest in them

- Candidate must be able to create and manage 'systems' — can imagine and develop a process from beginning to end (including required documentation), and can communicate effectively with involved parties as needed throughout that process
- Candidate must have strong organizational and management skills
- Candidate must have strong leadership skills
- Computer skills:
 - Experience with database management – data input and retrieval (searches, reports, mail merges, and data analysis), experience with Blackbaud is a plus.
 - Competent with Microsoft Office and/or Apple software (Pages, Numbers, Keynote, Mail, Calendar, etc.)

BENEFITS & PAY (see Employee Handbook)

- Medical Insurance for employee & family
- Retirement Matching
- Paid Holidays
- Paid Time Off (Vacation/Sick)
- Level 5 Pay Grade

HOW TO APPLY

- Send your resume to Nadene Hart, Executive Assistant to the President (nhart@boisebible.edu)
- This position is considered open until filled, and resumes will be processed upon receipt.
- The goal is to move the new Director of Admissions into the office by June 1st, 2026.