



NORTHERN
Seminary

Academic Advisor and Retention Specialist

The Academic Advisor and Retention Specialist directly advises students in the following programs: Master of Divinity, Master of Arts in Christian Ministries, Master of Arts in New Testament, Master of Arts in Women and Leadership, Master of Arts in Urban Leadership, Master of Arts in Community Christian Development, Doctorate in New Testament Context, Doctorate in Preaching, Doctorate in Community Christian Development, Doctorate in Doctrine and Ministry, Doctorate in Women, Theology, and Leadership; Auditing Students; and Certificate Students.

Applicants should email a cover letter and resume, describing the candidate's experience as relevant to the position. Applications will be reviewed on a rolling basis and will continue until the position is filled. Applicants may request a complete copy of the position description from the President's office below. Northern's vision is to lead the church and engage the world by providing sustainable facilities, training successful students, and strengthening churches.

Northern Seminary
c/o Donald Butler
dbutler@seminary.edu
410 Warrenville Road, Suite 300
Lisle, IL 60532

Position Title: **Academic Advisor and Retention Specialist**
Department: Academics
FLSA Status: Full-Time
Reports to: Director of Recruiting and Enrollment

Primary Responsibilities:

- Advise students individually and/or with groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources.
- Work to position students to meet requirements for graduation in a timely manner.
- Connects students to resources and services across the institution in support of individual student success and in partnership with student success personnel.
- Monitors student progress to degree attainment and conducts degree checks to ensure compliance with degree program requirements.
- Manage Stellic Process.
- Provide quick response to student inquiries and needs.
- Provide input to departmental leadership regarding the development of advisement, recruitment, and/or curricular programs offered by the school/college; may research information, compile statistics and gather and compute various data, as needed.
- Maintain knowledge of all programs in the event that a student success coach advising other students needs assistance and/or guidance.
- Work with the enrollment team to develop recruitment strategies, achieve marketing goals, and to recruit students with an emphasis on student retention.

- Update student website with ministry opportunities
- Update the website and Populi calendar.
- Assist with Commencement as needed.

Required Skills/Abilities

- Knowledge of and in agreement with the mission and values of Northern Seminary.
- Knowledge of methods and techniques used in recruiting, enrollment and retention.
- Ability to manage multiple projects with competing levels of priority in a timely fashion
- Outstanding verbal and written communication skills, with an attention to detail.
- Ability to clearly and concisely communicate content to a variety of constituents.
- Ability to develop and maintain effective working relationships within the Seminary.

Education and Experience

- Bachelor's degree in related field and/or experience., Master's degree preferred.
- Proficiency in CRM software which including but not limited to Salesforce.
- General knowledge of computer programs, database software Populi, social media, and expertise in Excel and MS Word.
- Collaborative organizational and networking skills.
- Strong administrative follow up and time management abilities.
- Demonstrated ability to take initiative and carry a project from start to finish.

Core Competencies:

- Communication: Strong verbal and written skills with attention to detail
- Agreement. Complies with the Seminary Faith and Community Standard statements.
- Interpersonal Relationships. Promotes harmony and cooperation within working relationships; effectively addresses and resolves conflicts with others.
- Initiative and Self-Reliance. Takes action without direction; uses sound judgment in decision making; looks for new and better ways to accomplish goals.
- Trust and Integrity. Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values
- Innovative creativity to elevate overall brand in a way that reflects our niche market.

Our Core Values

The Academic Advisor and Retention Specialist will reflect these values:

- International, Interracial, Intercultural and Mutual - We are strongest when we reflect the breadth of Christ's church through intentional efforts to be agents of reconciliation and people who affirm the equal calling of women and men to lead the church and engage the world. Our graduates, faculty and staff demonstrate God's love around the world and across lines of culture, race and gender.
- Pastoral/Missional Mindset - The Gospel is best proclaimed and shared by equipped church leaders who are committed to mission, prayer, faith, compassion.
- Servant Leaders - We best serve our students and their churches when we are resourceful, strategic, and capable, relying on integrity to guide all interactions.
- Teachable – in relationship with God as we pursue His wisdom and study His Word.

Working Conditions

- Staff meetings are monthly, with regular weekly department meetings.
- Office environment – ability to work in a fast paced and demanding environment. May be sitting for long periods of time.
- Use of computer – may be looking at computer screen for long periods of time
- Must provide own form of transportation

Equal Opportunity Employer/Statement of Faith:

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern's statement of faith and standard of conduct.

The above statements are intended to describe the general nature and level of work.