

Director of Mission and Admissions

Conception Seminary College seeks a Director for the Office of Mission. The Director of Mission and Admissions supervises the promotional efforts of the seminary, with a particular emphasis in cultivating working relationships with diocesan Vocation Directors. The director also supervises the making of printed and electronic promotional items, planning in-person events, and the admissions process for new seminarians. This is a 12-month, full-time, non-tenure position. The position reports to the President-Rector.

Primary duties and responsibilities

- Coordinates the Mission Team's efforts to cultivate and maintain working relationships with the Bishops and Vocation Directors of the dioceses served by the seminary and of prospective dioceses;
- Together with the Director of Communications, supervises the planning and preparation of all materials designed to inform or interest prospective client dioceses or students in applying for admission;
- Coordinates promotional correspondence with Bishops and Vocation Directors of dioceses that may potentially be served by the seminary;
- Plans and supervises the preparation of faculty and staff members and students for involvement in vocation promotion and admissions work on behalf of the seminary or the dioceses it serves;
- Plans and supervises all seminary-sponsored involvement of students and staff members in diocesan vocation programs;
- Supervises the application and admission of new seminarians:
 - Supervises all contacts and correspondence with individual prospects for admission to the seminary, including Admissions Counseling;
 - Serves as Chair of the Admissions Committee;
 - Supervises and participates in all on-campus programs directed to the recruitment of students;



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Qualifications:

- Executive Skills for communication, data management, and leadership
- Understanding of Marketing Research/Communications
- Desire to promote priestly vocations in the Catholic Church

Preferred:

- Bachelor's degree in Marketing, Communications or similar field
- Knowledge of Catholic theology

Contact Amy Schieber aschieber@conception.edu or 660-944-2847.

The Mission of Conception Seminary College is the preparation of candidates for the ordained ministry in the Roman Catholic Church, through spiritual, intellectual, pastoral, and human formation in the Benedictine tradition.



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