



# ACADIA

## DIVINITY COLLEGE

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### Recruitment Coordinator

The position of Recruitment Coordinator calls for an energetic, organized, and outgoing individual who will actively engage in recruiting students for the various degree, diploma, and certificate programs of Acadia Divinity College (ADC).

The Recruitment Coordinator will be responsible for developing and executing a recruitment plan under the leadership of the Director of Advancement and in partnership with the Advancement Team.

The incumbent will develop and implement strategies that foster relationships with prospective students, churches, and church leaders. This will include dialogue with prospective students about their call to ministry and exploration of how ADC can equip them to fulfill this calling. This will require significant travel including some weekends. In addition, the incumbent will provide leadership to programs and outreach efforts, promoting ADC, and developing a stream of prospective students for all degree, diploma, and certificate programs.

#### Key Responsibilities

- Work with the Director of Advancement to create a strategic plan for recruiting students for the Bachelor of Theology, Master of Divinity, Master of Arts (Theology), and Doctor of Ministry degree programs, as well as the diploma and certificate programs.
- Implement and coordinate student recruitment programs and initiatives, with an initial focus in Atlantic Canada.
- Foster key relationships with pastors, denominational leaders, and churches to raise the awareness of ADC's theological training and to identify potential students.
- Represent ADC at targeted events to raise the profile of the College and make first contacts with prospective students.
- Journey with prospective students to help and encourage them in the application process.
- Work with the Advancement Team on the production of recruitment materials and promotional products to be used in recruitment.
- Work with the directors of the various ADC programs, including Crandall-Acadia Bachelor of Theology Partnership, ADC New Brunswick, and ADC Metro, to support recruitment efforts.

#### Other Responsibilities

- Manage travel and related expenses to minimize costs to ADC while maintaining a commitment to staying connected to the wider body (e.g., churches, pastors, universities, and individuals).
- Manage budgets for recruitment events, materials, and promotional items.
- Work with the Advancement team to use social and traditional media for promotion and recruitment purposes.

- Salary:** Based on qualifications and experience
- Application Deadline:** **Review of Application will begin November 3, 2014.**
- Starting Date:** January 5, 2015, or negotiated as soon thereafter.
- Qualifications include:** A passion for the Church and its mission locally and globally.  
A university degree, preferably from Acadia Divinity College.  
A passionate belief in the mission of Acadia Divinity College.  
An understanding of, and enthusiasm for, theological education.  
Excellent interpersonal and communication skills.
- Accountability:** Responsible to the Director of Advancement

In accordance with Canadian immigration regulations, this advertisement is addressed first to Canadian citizens and permanent residents. Applicants must be able to enthusiastically endorse and personally support the mission of the College.

Acadia Divinity College is an evangelical seminary located on the campus of Acadia University in Wolfville, Nova Scotia, Canada offering BTh, MDiv, MA, and DMin degrees. Courses are taught on the main campus as well as at extension sites in Halifax and New Brunswick. The Board of Trustees, appointed by the Convention of Atlantic Baptist Churches, governs Acadia Divinity College. It is an accredited seminary of the Association of Theological Schools of the United States and Canada. It carries the seal of the Canadian Council of Christian Charities.

Qualified candidates wishing to be considered for this position should send:

- A letter of application;
- Resume; and,
- Names of three references (including contact information)

*to: Dr. Harry Gardner, President*  
Acadia Divinity College  
15 University Avenue  
Wolfville, Nova Scotia, Canada B4P 2R6  
[harry.gardner@acadiau.ca](mailto:harry.gardner@acadiau.ca)

**For further information about Acadia Divinity College, visit [www.acadiadiv.ca](http://www.acadiadiv.ca)**