



Position: Director of Enrollment (Revised)

Supervisor: President, Anabaptist Mennonite Biblical Seminary (AMBS)

Time: 1.0 FTE

Term: Three-year renewable term (with comprehensive review in the third year)

Job Summary

The Director of Enrollment provides strategic leadership for recruitment, admissions, financial aid, enrollment planning, and student retention across all AMBS degree and nondegree programs. The Director leads the development and implementation of an integrated enrollment strategy that aligns institutional mission, financial sustainability, and student formation. This role oversees admissions operations, student financial aid, and key student services related to retention and well-being for campus-based, distance, international, and hybrid learners.

Reporting directly to the President, the Director of Enrollment works collaboratively with faculty, senior administrators, Marketing and Communications, Advancement, and Student Services to strengthen AMBS's capacity to attract, enroll, support, and retain students who are discerning God's call in diverse ministry and leadership contexts.

Supervisory Responsibility

- Enrollment and Financial Aid Specialist
- Admissions Associate(s)
- Student Services Coordinator
- Student Assistant(s)

Essential Responsibilities

Strategic Enrollment Leadership

- Provide institutional leadership in defining, implementing, and evaluating a comprehensive strategic enrollment plan that integrates recruitment, admissions, financial aid, retention, and tuition revenue goals.
- Establish clear enrollment priorities and benchmarks in collaboration with senior leadership, with attention to degree, certificate, and nondegree programs.
- Prepare annual enrollment, headcount, and tuition revenue projections to inform institutional planning and budgeting.
- Monitor enrollment trends in theological education and related fields, interpreting internal and external data to support adaptive decision-making.
- Communicate enrollment goals, strategies, progress, and outcomes regularly to the President, Administrative Cabinet, faculty, and governing bodies.
- Seek opportunities to integrate nongraduate and graduate recruitment strategies.

Recruitment and Admissions

- Lead and oversee all recruitment and admissions activities, ensuring consistent, mission-aligned practices across programs and delivery modalities.
- Develop, execute, and assess recruitment strategies using data-informed approaches, including cultivation of prospective student pipelines and referral networks.
- Engage directly in recruitment with prospective students and key influencers such as alumni, pastors, congregations, denominational leaders, undergraduate institutions, and global partners.
- In collaboration with Marketing and Communications, shape and implement annual recruitment marketing strategies across print, digital, and relational channels.
- Review admissions files and oversee admissions decision processes in alignment with academic standards and institutional values.
- Coordinate recruitment travel, events, and virtual engagement opportunities, both domestically and internationally, as appropriate.

Financial Aid and Scholarship Stewardship

- Provide leadership for all aspects of student financial aid administration, including merit- and need-based awards, institutional grants, and external funding sources.
- Develop and manage the annual financial aid budget in collaboration with the Chief Financial Officer, ensuring compliance with state and federal regulations.
- Establish and regularly review financial aid policies, award formulas, and procedures to support enrollment goals while maintaining fiscal responsibility.
- Oversee accurate awarding, documentation, and reporting of financial aid using the institution's student information system.
- Coordinate with Advancement to ensure scholarship funds are administered in accordance with donor intent and institutional priorities.
- Lead initiatives focused on financial literacy, debt awareness, and responsible borrowing, providing counseling and educational resources to students.

Student Services and Retention

- Provide oversight of student services functions related to enrollment, satisfaction, and retention, working closely with academic and student life colleagues.
- Serve as a Student and Exchange Visitor Information System (SEVIS) Officer, with responsibility for institutional compliance related to F-1 student enrollment.
- Establish retention benchmarks and assessment practices for diverse student populations, including international, BIPOC, campus-based, and distance learners.
- Collaborate with faculty advisors, Student Services staff, and senior leadership to design and implement strategies that support student persistence and timely degree completion.
- Monitor student feedback and satisfaction data to identify areas for improvement in student experience and support structures.

Team Leadership and Institutional Collaboration

- Lead, supervise, and develop enrollment staff, fostering a collaborative, accountable, and mission-centered team culture.
- Manage the enrollment and admissions budget, aligning staffing, travel, and operational resources with strategic priorities.

- Work closely with faculty and Church Leadership Center director to ensure alignment between academic offerings, Church Leadership Center programs, program development, and enrollment strategy.
- Partner with Advancement, Church Leadership Center, and Marketing and Communications to integrate recruitment, fundraising, and institutional visibility efforts.
- Represent AMBS with clarity and enthusiasm at institutional events, conferences, congregations, and partner organizations.

Qualifications

- Commitment to Jesus Christ, affinity with Anabaptist values and beliefs, and support for the mission of AMBS, including its commitment to anti-racism and God's reconciling mission.
- Bachelor's degree required; graduate degree preferred, particularly in theology, ministry, education, or a related field.
- Demonstrated experience in higher education enrollment management, admissions, financial aid, or related administrative leadership.
- Supervisory experience with the ability to lead and develop staff teams effectively.
- Strong analytical skills with the ability to interpret enrollment data and translate insights into strategy.
- Excellent interpersonal, written, and oral communication skills.
- Demonstrated intercultural competence and ability to work effectively in diverse and global contexts.
- Strong organizational skills, attention to detail, and capacity to balance operational leadership with strategic vision.
- Proficiency with student information systems (e.g., Populi or similar) and standard office and collaboration software.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Familiarity with Mennonite Church USA and/or Mennonite Church Canada preferred.
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Committee Leadership and Participation

- Administrative Cabinet
- Admissions Team Committee (Chair)
- Administrative Faculty
- All Faculty
- Grievance Committee
- Public Relations and Marketing Committee

Conditions of Employment

An annual memo of agreement will be written for this position. Performance reviews will be conducted in the third year of employment with a view toward reappointment. This job description may be reviewed and revised as appropriate to meet institutional needs.

Hiring Policy and Anti-Discrimination Statement

AMBS does not discriminate with regard to race, sex, color, national origin, age, disability, or any legally protected status. Commitment to the mission of AMBS and support of its Anabaptist,

ecumenical vision are essential. AMBS is committed to anti-racism as a practice of God's reconciling mission and seeks candidates eager to contribute to a diverse and equitable learning community.

To apply please send a cover letter, resume or CV and a list of three references to HR@AMBS.edu. References should not be current AMBS employees.

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