



Director of Recruiting and Student Life

This position is responsible for executing the vision of the Lifepoint College Board in the Recruiting and Student Life departments. They direct subordinates in the accomplishment of goals and hold regular meetings with their respective staff and volunteers, ensuring smoothly running operations and immediate issue resolution. The ideal candidate is highly self-motivated, detail-oriented, and exercises good judgment in a variety of situations.

Qualifications

This position requires a minimum of 5 years of experience working in a professional business environment, a minimum of 4 years working in pastoral care, and a minimum of 3 years in managerial or leadership positions in comparable environments. Possession of a master's Degree in Pastoral Care or comparable professional certification is required. The successful individual must have a proven track record of effective leadership, judgment, and above reproach character.

Duties and Responsibilities

- Provide technical direction, guidance, and management for all staff, volunteers, and activities within their area of responsibility.
- Serve as the technical lead and interview for hiring activities within their area of responsibility.
- Conduct performance assessments and recommend promotion and disciplinary actions for their technical workforce.
- Champion the establishment of ongoing spiritual and professional development for the staff under their scope of responsibility.
- Serve as the thought-leader of the organization within their scope of responsibility, providing recommendations for policies, procedures, and innovative changes to their team's various structures that will enhance operational and financial effectiveness.
- Enforce the policies and procedures of the organization within their scope of responsibility.
- As a faculty member, the Director of Recruiting and Student Life may teach 2-3 courses per school year as assigned

Recruitment

- Lead the planning and execution of recruitment events including college fairs, campus visits, preview weekends, and virtual information sessions
- Develop and maintain relationships with youth pastors, church leaders, and Christian school counselors
- Create and implement targeted outreach campaigns to prospective student populations
- Train and supervise student ambassadors and Dream Team to assist with campus tours and recruitment events
- Represent the institution at conferences, churches, and community events
- Develop innovative strategies to reach potential students interested in ministerial leadership
- Oversee the application process from initial inquiry to enrollment
- Work collaboratively with the financial aid and enrollment offices to ensure prospective students receive timely and accurate information
- Develop and manage the recruitment budget
- Provide regular reports to leadership on application metrics, trends, and projections

Student Life

- Develop, execute, and assess student outcomes related to the student life experience at Lifepoint College, including social, spiritual, and fitness elements of the college's program



- Act as the campus pastor to the Lifepoint College students through 1-on-1 meetings, planned and as needed
- Plan and execute the annual orientation for incoming students
- Oversee Resident Life, including placing students in housing as well as choosing and overseeing Resident Assistants
- Develop the spiritual life of the Lifepoint College students through weekly chapel experiences, weekly small groups, and mentorship programs
- Build and Lead team to plan and execute Journey (fitness and physical leadership), student life, and spiritual development events

Attributes of the Ideal Candidate

- Integrous
- Conscientious
- Collaborative
- Organized
- Intuitive
- Attention to Detail
- Reliable
- Connected to Lifepoint Church
- Good representatives of followers of Christ
- Proficient in Microsoft Office, Slack, and Monday
- High-level ability to collaborate and plan across multiple departments
- Ability to develop and cast vision, and see it through to execution

Employment Status

- Full Time, 40 hours per week, Sunday-Thursday

Work Location

- Lifepoint College, Fredericksburg, VA

Reporting Relationship

- Direct-line reports to President, Lifepoint College