



**POSITION:** Graduate School of Theology – Admissions Counselor  
**COMPANY:** Augustine Institute, Greenwood Village, CO  
**SUPERVISOR:** Graduate School of Theology – Director of Admissions  
**APPLICATIONS:** [Careers@Augustineinstitute.org](mailto:Careers@Augustineinstitute.org)

## COMPANY INFORMATION

The Augustine Institute is a registered 501(c)(3) Not For-Profit Corporation headquartered at 6160 S. Syracuse Way, Suite 310, Greenwood Village, CO 80111 | 303-937-4420

**Mission:** The mission of the Augustine Institute is to serve the formation of Catholics for the New Evangelization. Through our graduate school, media, and parish programs, we equip Catholics intellectually, spiritually, and pastorally to renew the Church and transform the world for Christ.

## JOB DESCRIPTION

The Augustine Institute's Graduate School of Theology seeks a part-time Admissions Counselor to contribute to the School's work of recruiting, welcoming, and accompanying Catholics who desire to know their faith more deeply that they might share and teach it more effectively. The successful applicant will bring knowledge and love of the Church's theological heritage and mission of evangelization together with a familiarity with and admiration for the Augustine Institute. Courtesy, humility, and attention to detail are the essential qualities of the Admissions Counselor, together with a readiness to anticipate the needs of prospective students and a keen enthusiasm to introduce them to the Graduate School.

## JOB DUTIES

### Communication

- Efficiently respond to all Graduate School inquiries via email and telephone. Respond daily (Monday through Friday) and maintain database records of all contacts.
- Maintain regular data about prospective students and applicants, providing weekly reports to the Director of Admissions.
- Create, distribute, and track student billing and tuition and fees collection.
- Write thank-you notes to those who submit letters of recommendation for prospective students and maintain database of those contacts.
- Assist the Graduate School with the welcoming of visitors to the Institute during major Institute events, including but not limited to visit days, City of God Seminar, convocation, intensive courses, and the annual commencement exercises.

### Counseling

- Maintain ordered paper files on all applicants.
- Systematically support and communicate student progress from initial contact through completed application and acceptance; schedule telephone and Skype interviews as needed.
- Serve as steward for the work of the Admissions Committee, ensuring that completed applications are given timely consideration.

- Support applicants through the onboarding process, including course registration and financial advising.
- Serve as Financial Aid Counselor for all students (a role that primarily involves answering questions about scholarship applications and payment plan options).

Specific duties are detailed below but may be supplemented by other duties assigned by the Director of Admissions.

## JOB QUALIFICATIONS

### Skills and Background:

- Communication Skills: Imperative.
- Organization Skills: Imperative.
- Mission Driven: Must demonstrate strong commitment to the mission of the Augustine Institute.
- Interpersonal Skills: Self-motivator with a positive attitude who enjoys helping people. Appreciates and leverages individual differences in perspective, style and skills.
- Productivity: Has ability to multi-task and prioritize. Works well under pressure to meet deadlines. Demonstrates initiative is proactive and accountable. Excellent administrative skills.
- Service Orientation: Welcoming, demonstrates a sense of urgency to meet others' needs, takes ownership/accountability of issues, demonstrates professional demeanor.
- Accuracy: Consistently delivers work of a high standard of quality, precision, and according to standards, procedures, rules, and regulations. Detail oriented.
- Adaptable: Ability to work in a dynamic environment and to adjust to new priorities as needed, and capable of achieving deadlines in all situations
- Location: Ability to work daily out of the Augustine Institute Greenwood Village office.

## COMPENSATION and BENEFITS

- Hourly rate range is based on experience.
- Relocation: THERE ARE NO RELOCATION REIMBURSEMENTS FOR THIS POSITION. ONLY APPLICANTS RESIDING WITHIN A REASONABLE COMMUTING DISTANCE TO DENVER, CO, WILL BE CONSIDERED FOR THIS POSITION.

## COMPANY HISTORY

**History:** In 2005, as a response to the call of Pope St. John Paul II, Catholic scholars established in Denver a graduate school dedicated to transforming Catholic education for the New Evangelization. Since then, the Augustine Institute has become the fastest growing Catholic graduate school in the United States and has quickly expanded into a multi-faceted institute providing strategic, disciple-based parish programming and leadership formation to dioceses and parishes across America.

In July 2015, the Augustine Institute and its partners launched FORMED, our digital, state-of-the-art, online platform (often referred to as a “Catholic Netflix”), which makes available the best Catholic content from a host of leading Catholic apostolates.