Job Posting

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<td>Administrative Support Coordinator</td>
<td>School of Professional and Online Education</td>
<td>Dean, School of Professional and Online Education</td>
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**Scope of Responsibilities:** The Administrative Support Coordinator is responsible for supporting the administrative activities for the School of Professional and Online Education. This includes but is not limited to, securing the daily operations, maintaining the administrative functions, and problem solving circumstance that arise in the school. Serve as an administrative liaison between the Registrar, Business, and Financial Aid offices.

**General Responsibilities:** Administer various business invoicing and operation procedures. Provide support to the dean related the budget management of all academic programs within the school. Support students and parents with any financial aid issues in collaboration with the campus Financial Aid Office. Act as the liaison between Learning House and the students to ensure financial aid circumstances are implemented efficiently and effectively. Research and submit information related to unaccredited institutions. Organize, implement and communicate meeting agenda items and minutes for various committee meetings. Assist and participate in the Summit Scholars residency weeks as assigned. Support and maintain various appointments and calendar for the dean of the school. Assist the dean with special projects supporting the school and its activities. Operates school and rental vehicles with valid driver’s license and have an excellent driving record. **Other Duties:** Communicate both verbally and in writing with various college constituents including administrators, faculty, students, other staff and individuals in the college community. Attend in-services as directed to update knowledge and skills. Consistently demonstrate behaviors, attitudes, and values congruent with the college’s mission and values including the School of Professional and Online Education. Serve as a liaison to various administrative offices on campus. Performs other duties as assigned. Some evening and weekend work required.

**Minimum Qualifications:** Bachelor’s Degree. Experience in customer service, computer applications. Attention to detail and system processes. Must be comfortable talking to individuals and groups, many times impromptu; therefore, should be good at spontaneous problem solving. Must be a good listener, able to sift through questions and address issues in a relevant way. Must have a notable Christian faith and commitment. Strong ability to manage multiple processes simultaneously. Effective interpersonal skills with all levels of authority. Excellent written and verbal skills. Maintain a flexible disposition.

**Preferred Qualifications:** Bachelors Degree in business, accounting, or marketing. Experience with adult, regional, or online education.

**Status:** Full Time, Non-Exempt

A completed employment application must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at [www.grace.edu](http://www.grace.edu).

**Posted:** 4/8/15