Position | Department | Reports to
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Enrollment Counselor, Adult and Online Student Services | Admissions | Dean, Admissions

**Scope of Responsibilities:** To act as a face-to-face and online representative of the Grace College Graduate and Adult Enrollment (GAE) and Grace Theological Seminary to current and prospective and enrolled students for the GAE programs. Through relationship building, an Enrollment Counselor’s goal is to guide prospective students from application and deposit to enrollment and graduation. During GAE students’ enrollment at Grace College, the Enrollment Counselor will provide a variety of student services and retention assistance.

**Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.) **Duties:** Interact with visitors who would be interested in graduate, adult education and/or seminary degrees. Complete pre-evaluation of transcripts. Speak to individuals and groups in prepared and impromptu presentations, answering questions and providing literature. Work with all individuals in the Graduate, Adult Education, and Seminary departments to facilitate productive visits for potential students. Provide guidance to prospective students for completing all parts of the application process including: application, FAFSA, background checks, and submission of required test scores. Maintain contact with prospective students via telephone. The nature of calls is to communicate key points about GAE and/or Seminary programs and application processes. Send correspondence to prospective and accepted students in a timely manner. Examples: thank you notes, emails, Facebook, Twitter, etc. as appropriate. Assist with processing student applications and application decisions. Provide assistance to enrolled GAE students including, but not exclusive to registration, portal/LMS technical assistance, obtaining student I.D., email, and login information, and advising. Schedule travel itinerary by setting up meetings and responding to graduate and career fair invitations, and other events to promote Grace programs. Attend conferences and other events as needed to facilitate enrollment. Set up display booth and literature table. Carry briefcase of literature and display through buildings and auditoriums, using a luggage cart. Enter data into an Excel spreadsheet to track the status of prospective students for GAE and Seminary programs. Daily enter data into the i5 computer system, logging comments from conversations with students and other information to update the system as to the student’s application/acceptance status. Develop weekly report and submit this to the Director of Graduate and Online Student Services. Complete and submit check request paperwork in an accurate and timely manner to Business Office for fair fees and for expense account advances. Arrange for overnight accommodations during trips. Cooperate with marketing to provide information necessary to create collateral and publicize new and existing programs. Operates school and rental vehicles with valid driver’s license and have an excellent driving record. Host on campus and online orientation programs including hosting responsibilities for colloquial portion of hybrid programs. Serve as a liaison to campus student services when they cannot be provided by GAE office such as Business Office, Registrar, Financial Aid and faculty. Performs other duties as assigned.

**Qualifications: Minimum:** Bachelor’s degree. Valid driver's license and excellent driving record. Proficient experience with the Microsoft Office Suite. A highly self-motivated individual with outgoing personality, excellent social skills and likeable personality. Have a team-player mentality. Must be punctual and good at following oral directions. Must have superior oral and written communication skills and a natural style of relating that puts others at ease quickly. Must be comfortable talking to individuals and groups, many times impromptu; therefore, should be good at “thinking on one’s feet.” 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. **Preferred:** One year of experience in related field, marketing or communications. One year experience in the use of an i5 computer system. Experience with online education.

**Status:** Full-time, Salaried

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

**Posted:** 10/05/10

Grace College and Theological Seminary seeks a diverse work environment by encouraging women and minorities to apply.