

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Student Services Hub Assistant	Student Services/SPOE	Dean, School of Professional and Online Education	1.0	Non Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

This full-time position is responsible for handling the general receptionist responsibilities of the Student Services Hub as well as being responsible for the collecting and receipting of all funds due to Grace College & Seminary. Other duties include assisting in business office tasks related to student accounts, registrar, and the School of Professional and Online Education. This position is also responsible for maintaining excellent customer service with campus employees and external customers.

General Responsibilities:

1. General receptionist for the Student Services Hub.
2. Collection and receipting of all funds due to Grace College & Seminary, which may include student payments, donor gifts and other external payments.
3. Assist students and parents with account questions and other matters related to student billings.
4. Assist the Student Accounts Coordinator in handling questions and issues related to student accounts.
5. General assistance to the Student Services Hub staff as requested.
6. Maintain excellent customer service in all interactions.
7. Other duties as assigned by the Dean of Student Services.

Qualifications:

Minimum:

1. Associate degree in Business, communications or a related field.
2. One to two years of customer service experience in a financially related field.
3. Must have excellent customer service & communication skills.
4. Must be able to maintain confidentiality regarding business office transactions.
5. Proficient in MS Office Suite programs.
6. Must be able to maintain a high level of accuracy and attention to detail.
7. Desire to join and contribute to the Grace community.

Preferred:

1. Bachelor degree in Business, communications or a related field.
2. One to two years of college business office experience.

Status: Full Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.