

# Job Posting



Position	Department	Reports to	FTE	FLSA Class
Admissions Counselor	Admissions	Director of Undergraduate Admissions	1.0	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:** Represent Grace College to prospective students, parents, and guidance counselors throughout the recruitment cycle. Meet with prospective students and families to develop relationships and convey the value of a Grace College education. The admissions counselor role is comprehensive in serving students and their families from initial inquiry through matriculation. Some evening and weekend work is required as well as travel during fall and spring travel seasons.

## General Responsibilities:

1. Develop relationships with prospective students and parents/guardians via social media, telephone, text, and email throughout the recruitment cycle. Provide fast and friendly service to students and parents.
2. Collaborate and communicate with the Visitor's Center on a daily basis with regard to campus visitors. Provide campus tours when needed and assist with the planning and execution of all campus visit days.
3. Organize and execute engaging high school visits and college fair participation in-person and virtually. Logistical responsibilities for scheduling events, including itinerary planning, accommodation and vehicle arrangements, and other related tasks.
4. Provide extensive financial aid information to students and parents/guardians and request additional financial aid when needed.
5. Appropriately document communication with students and other information to update the system as to the student's application/acceptance status.
6. Plan and execute key aspects of Presidential Scholarship Days and other special events, and complete related projects/tasks as assigned.
7. Be accountable for yield rates, deposit rates and melt rates of designated, personal territories of students.
8. Operate school and rental vehicles with a valid driver's license and have a driving record that makes this possible.
9. In addition to the duties described above, admissions counselors may be asked to provide leadership and oversight of one or more of the following types of activities: athletic liaison, Jump Start liaison, international student liaison, and other programs.
10. The Admissions Counselor Career Ladder provides promotion opportunities to Senior Admissions Counselor, Assistant Director of Admissions, and Associate Director of Admissions based on years of experience and annual performance reviews. Additional areas of responsibility are assigned based on individual strengths and/or office needs (ex. training new hires, assisting with travel planning, leading key aspects of campus visit days).
11. Assist with other activities as assigned.

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## Qualifications:

### Minimum:

1. Bachelor's degree.
2. Valid driver's license and good driving record.
3. Strong interpersonal skills.
4. Strong Christian faith, commitment and volunteer service experience.
5. Proficient experience with the Microsoft Office Suite.
6. Highly self-motivated individual with outgoing personality and excellent social skills.
7. A positive attitude and team-player mentality.
8. Must have excellent oral and written communication skills.
9. Must be comfortable providing presentations to large and small groups.
10. Must be a good listener, able to sift through questions and address issues in a relevant way.

### Preferred:

1. Alumnus of Grace
2. Two years of experience in admissions or a related field

**Status: Full Time; 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](mailto:employment@grace.edu).

**Posted: 4/19/2024**