

Job Posting



Position	Department	Reports to	FTE	FLSA Class
VA Student Services Coordinator	Student Services Hub	Registrar	.60	Non-Exempt

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Scope of Responsibilities:

The VA Student Services Coordinator coordinates all services relating to Veteran's Affairs educational benefits including recruitment, registration, certification, and retention. This individual also assists with the maintenance of student records and student services provided by the Registrar's Office and backs up other Student Services Hub staff when needed.

General Responsibilities:

General: Contribute to the day-to-day activities of the Registrar's Office and provide support to students and faculty. Assist the Registrar in the implementation of large annual projects such as new student registration, Welcome Weekend and Commencement activities. Prepare scheduled and ad hoc reports for campus administrators, academic departments, and external agencies related to VA.

Veteran's Affairs: Collaborate with Admissions, Marketing, and Financial Aid in the implementation of an effective recruitment strategy targeting prospective students eligible to receive Veteran's Affairs educational benefits. Serve as a single point of contact for all students, current and prospective, requesting information pertaining to VA educational benefits. Report VA student admission and registration information to appropriate VA offices and personnel. Maintain academic records for all students receiving VA benefits. Promote VA student participation in existing campus service and activities. Pursue grant funding to support campus services designed to promote the VA student persistence to graduation. Maintain all VA compliance requirements as mandated by local and state agencies.

Qualifications:

Minimum –

1. A bachelor's degree and two years of professional experience in a college setting.
2. Familiarity with Federal Education Right to Privacy Act guidelines for colleges and universities.
3. Working knowledge of Microsoft Office suite including advanced knowledge in the use of Excel.
4. High level of accuracy and attention to detail.
5. Excellent interpersonal communication skills.
6. Willingness to travel and work flexible hours when recruitment opportunities and campus activities dictate.
7. Reflects a Christ-like spirit in work ethic and interpersonal relationships.

Preferred –

1. Experience in the use of a student information system in a higher education setting.
2. Two or more years of professional experience in a Registrar's office.
3. Knowledge of current practices in the college student recruitment, particularly in the recruitment of non-traditional students.
4. Experience in grant writing.
5. Exposure to military affairs through previous professional experience or military service.

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Status: Part 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.

Posted: 5/2/2024