



# Job Posting

Position	Department	Reports to	FTE	FLSA Class
Online Admissions Counselor	Admissions	Director of Online Admissions	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

**Scope of Responsibilities:** Under the supervision of the Director of Online Admissions, the Online Admissions Counselor recruits and enrolls students into Grace College's online programs by building relationships with prospective students and key stakeholders. This role includes engaging in prospective student conversations, providing admissions and financial aid guidance, coordinating communication throughout the enrollment process, and supporting marketing and recruitment initiatives to deliver a mission-aligned student experience.

## General Responsibilities:

1. Proactively build and manage a pipeline of prospective students through effective use of CRM systems, personalized follow-up, and relationship-building strategies from initial inquiry through enrollment.
2. Partner with the marketing team to execute communication campaigns (phone, email, and text) that support each stage of the admissions funnel - from inquiry to matriculation - ensuring personalized, timely, and mission-aligned messaging.
3. Collaborate with the Visitor's Center to deliver exceptional experiences for prospective students and their families during campus visits, group events, and admissions programs. Conduct one-on-one meetings, share admission decisions, and offer guidance on financial aid and next steps.
4. Implement strategies to increase enrollment in blended and online degree options among current Grace College undergraduates.
5. Coordinate with academic advising and student support teams to ensure a smooth transition from admissions to enrolled student status.
6. Cultivate relationships with regional businesses, churches, and organizations to expand awareness of Grace College's online programs and generate leads.
7. Plan for and attend recruitment events. Coordinate travel logistics and maintain outreach with prospective students, families, schools, and organizations. Evening and weekend work and travel may be required.
8. Drive institutional or rental vehicles as needed; must hold a valid driver's license and maintain a safe driving record.
9. Perform additional tasks and projects as assigned to support the goals of the Admissions Office and the mission of Grace College.

## Qualifications:

### Minimum:

1. Bachelor's degree
2. Strong interpersonal and social skills
3. Highly self-motivated with a team-player mentality and positive attitude
4. Excellent oral and written communication skills



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5. Comfortable presenting to both large and small groups
6. Active listening skills; able to assess and respond to questions and concerns appropriately
7. Demonstrated strengths in counseling, advising, and relationship-building
8. Strong Christian faith and commitment, with a record of volunteer service
9. Valid driver's license and a clean driving record

**Preferred:**

1. Alumnus of Grace College
2. Two or more years of experience in a college admissions office
3. Proficient in Microsoft Office Suite

**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: 6/9/2025**