



Job Description

Position	Department	Supervisor	FTE	FLSA Class
Faculty Coordinator - Akron	SPOE	Dean, SPOE & Student Services	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:

A. Duties:

1. Plan, organize, and assign class rooms and faculty based on the Schedule of Study.
2. In collaboration with the human resource department and the Executive Dean, recruit, screen and recommend qualified faculty for specific courses each session/term in compliance with Grace's hiring practices.
3. Provide formative and summative feedback on the educational delivery (e.g., schedule of classes, course) to assess learning.
4. Assign teaching schedules in conjunction with the Executive Dean.
5. Support and encourage Akron instructors at the local level while directing them to main-campus resources.
6. Monitor instructors, classroom delivery, and learning outcomes to ensure high quality of educational delivery at the Akron site.
7. Actively pursue pedagogical and professional development while working in tandem with the Instructional Support team.
8. Establish and implement a site assessment plan.
9. Uphold site-specific procedures and policies related to faculty and church facilities.
10. Maintain consistent communication with the Instructional Support team regarding faculty and course assignments.
11. Attend in-service training session at the main campus when requested.
12. Manage the relationship between Grace College and Grace Church.
13. Perform other duties as assigned.



Job Posting

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B. Reporting Relationship:

1. The position reports to the Executive Dean of School of Professional and Online Education.
2. The style of management for the Department is flat with each team member responsible to fully participate, cooperate, and be held accountable for results.

Qualifications:

Minimum:

1. Master's degree in related field.
2. Two years of college-level teaching experience.
3. Excellent organizational and interpersonal skills.
4. A working grasp of scripture and its application to Christian higher education.
5. A proven record of identifying and understanding the values and expectations of an institution's constituencies.
6. A record of servant leadership that nurtures integrity, teamwork, community, and collaboration.
7. An ability to translate the institution's mission and values into viable and effective personnel and policy decisions.

Preferred:

1. Doctorate degree in related field.
2. Two-Five years of college-level teaching experience.

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.

Posted: 10/13/2025