



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Director of Student Involvement	Student Affairs	VP, Student Affairs	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: Grace College invites applications for the position of Director of Student Involvement. This role provides strategic leadership for student involvement initiatives that cultivate belonging, strengthen campus traditions, and advance leadership development within a Christ-centered community. The Director supports first-year transition and retention efforts while fostering holistic student growth aligned with the mission of Grace College.

General Responsibilities:

- Provide administrative leadership for the Student Involvement office, including supervision of student employees and graduate assistant(s).
- Oversee student organizations and publications (e.g., Senate, SAB, &Action, GiP, Roots Magazine, Red Zone, marketing team).
- Coordinate campus programming and traditions, including Homecoming Week, Family Weekend, class events, and major campus activities.
- Develop and assess measurable learning outcomes for leadership initiatives and co-curricular programs.
- Ensure compliance with institutional policies, risk management standards, and event logistics.
- Collaborate across campus (Residence Life, Athletics, Academics, Together We Belong, Facilities, Food Service, etc.) to promote student engagement and retention.
- Contribute to the First-Year Experience, including orientation and FYE1000 First-Year Foundations.
- Serve in the dean-on-call rotation and participate in evening and weekend programming as required.

Qualifications:

Minimum:

- Bachelor's degree in a related field.
- Experience advising student organizations, supervising student leaders, and coordinating campus programming.
- Demonstrated administrative, organizational, and collaborative skills.
- Commitment to Christian faith and the mission of Grace College, with the ability to integrate faith and student development practice.

Preferred:

- Master's degree in Higher Education, Student Affairs, or related field.
- Three to five years of progressive experience in Student Affairs or ministry leadership.
- Experience with assessment, budget oversight, and retention-focused initiatives.



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Grace College seeks candidates who demonstrate spiritual maturity, value mentorship, pursue excellence, and are committed to fostering a vibrant Christ-centered campus community.

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: 2/26/2026