



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Data Support Specialist	Admissions	Director of Admissions for Data & Systems	1.0	Non-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 direction of the Director of Admissions for Data & Systems, assist with the data entry and transcript processes of prospective student inquiries and applications for admission, including file development and organization. Assist Campus Visit Coordinator with front desk coverage, campus visit appointments and itineraries as needed.

General Responsibilities:

Essential Responsibilities:

(These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Enter and import required data of prospective undergraduate student inquiries into Slate.
2. Coordinate inquiries with the correct response letters and materials.
3. Enter application data received in the admissions office as needed for undergraduate programs.
4. Support the creation and updating of admissions files with information received, both electronically and hard copy as needed.
5. Coordinate all transcript activity from inquiry to enrollment for undergraduate programs, including receiving, entering, and updating transcripts into CRM.
6. Review college transcripts for an unofficial evaluation of credits that will transfer into Grace College from other colleges.
7. Assist in the preparation of admission decision letters and related materials.
8. Assist with the storage and removal of application materials for students.
9. Assist in managing student office assistant(s).
10. Assist with file transmission to the registrar's office upon course registration.
11. Assist director of admissions for data entry and admissions counselors in application coordination and review.
12. Assist with front desk coverage in the Visitor's Center as needed.
13. Assist with other duties as assigned.

Supervisory Responsibilities:

Student Level



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Qualifications:

A. Minimum:

1. Data entry skills.
2. High level of accuracy and attention to detail.
3. Excellent interpersonal communication skills.
4. The ability to work quickly yet effectively under time constraints.
5. Willingness to work longer hours to meet a specific deadline.
6. Reflects a Christ-like spirit in work ethic and interpersonal relationships. Willing to empathize with students and work in the best interest of all students, staff, and faculty.
7. Should be able to handle stress in a fast-paced environment.
8. Should communicate effectively one to one and in small groups.
9. Good management skills.
10. Strong Christian faith, commitment and volunteer service experience.

B. Preferred:

1. Experience in a related field.
2. Strong interpersonal skills.
3. A working knowledge of MS Office, Jenzabar One, and Slate.
4. Familiarity with the college admissions process.
5. Knowledge in computer database management.

Status: Full 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.

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