



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Site Coordinator – Akron	School of Professional and Online Education	Dean, School of Professional and Online Education	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. Regular attendance is both expected and essential to the job.

Scope of Responsibilities: Represent Grace College to prospective students, parents, guidance counselors, pastors, youth directors and alumni for the purpose of recruiting, admitting and enrolling students. Meet with prospective students and families during site visits, recommend admission decisions and provide financial aid counseling and follow-up. Guide prospective students and parents through the admission and financial aid process. Using SPOE's vision, oversee student retention and development of student culture in order to fulfill such vision.

General Responsibilities:

1. Duties:

- a. Develop a strategic plan surrounding marketing, enrollment, and growth of the Akron Program.
- b. Establish and maintain meaningful relationships with the staff, students, parents, and alumni.
- c. Develop strategic partnerships with schools, churches, community groups, and other affiliations with prospective students.
- d. Generate and sustain campus awareness at all Grace Church campuses.
- e. Create purposeful events that will produce prospective lead sources and student advancement.
- f. Develop a referral program to increase potential leads of prospective students.
- g. Develop and facilitate new student orientation.
- h. Maintain a working knowledge of curriculum and graduation requirements.
- i. Attend/monitor courses as needed to build experiential understanding of learning outcomes in order to promote program.
- j. Develop evaluation/feedback from students for the purpose of improving experience and increase retention.
- k. Complete daily To-Do List as generated Slate .
- l. Organize high school visit and college fair participation.
- m. Build and sustain a student-life culture that increases retention and builds community for the Akron Program.
- n. Attend in-service training session at the main campus when requested.
- o. Assist with other activities as assigned.

Qualifications:

A. Minimum:

- a. Bachelor's degree



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- b. Valid driver's license and good driving record.
 - c. Strong interpersonal skills.
 - d. Strong Christian faith, commitment and volunteer service experience.
 - e. Proficient experience with the Microsoft Office Suite.
 - f. Highly self-motivated individual with outgoing personality and excellent social skills.
 - g. A positive attitude and team-player mentality.
 - h. Must have superior oral and written communication skills.
 - i. Must be comfortable providing presentations to large and small groups.
 - j. Must be a good listener, able to sift through questions and address issues in a relevant way.
 - k. Giftedness in counseling, advising and building relationships.
- B. Preferred: Alumnus of Grace with at least two years of experience in admissions or a related field, marketing or communications. Master's Degree.

Status: Full Time; Non-Exempt
Start Date: August 1, 2026

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: 5/19/2026