



# Job Posting

Position	Department	Reports to	FTE	FLSA Class
Graduate Assistant (GA) – Cross Country & Track/Field (Distance)	Athletics	Head Coach, Cross Country & Track/Field	.58	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:** Grace College is seeking a Graduate Assistant for M & W Track & Field. The two-year assistantship begins in August and includes tuition remission, a meal plan, and an annual stipend. The Graduate Assistant Distance Coach reports directly to the Head M & W Track & Field Coach and is responsible for assisting in the planning, directing, and evaluating of all aspects and facets of a successful M & W Track & Field program at the NAIA level. Duties include, but not limited to:

- Serving as a teacher of the sport of track & field.
- Serve as a leader, mentor, teacher and role-model in the sport of Track.
- Recruit and assist recruitment of highly skilled and academically qualified student-athletes for the M & W Track & Field teams.
- Monitor academic progress and eligibility within the team when necessary.
- Analyze and help educate on the fundamentals, skills and strategies of the sport.
- Plan, organize, conduct, and evaluate practice sessions along with developing, implementing, and evaluating game plans, tactics, and statistics relevant to competitive track & field.
- Assist with coordinating official and unofficial visits with student athletes on the team, written correspondence, and telephone communications when necessary.
- Assist Head Coach in the preparation of competitive team schedule, participate in public relations/media activities, and fundraising initiatives.
- Oversee administrative processes and procedures as assigned. Ensure compliance with all Grace student life, NAIA policies and Grace College policies & procedures.

## Qualifications:

Bachelor's degree required and college playing experience preferred. Applicant must obtain acceptance in Grace College graduate program and have a personal commitment to Grace's mission of Christian higher education. A valid driver's license is required. Applicants must be able to work an untraditional work schedule (i.e. frequent nights and weekends). Review of applications will begin immediately and will continue until the position is filled.

## INSTITUTION REQUIREMENTS:

Graduate assistants must sign the community lifestyle statement for all Grace employees. Graduate assistants cannot have dating relationships with athletes in the program they teach/coach at Grace College. All discretion should be used in graduate assistant and potential athlete relationships. Should any dating relationship begin with an athlete within a different sport the graduate assistant must notify their supervisor immediately.



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## ACADEMIC REQUIREMENTS:

The candidate must enroll in one of the graduate programs that Grace College offers. The candidate must enroll in a minimum of 6 credit hours per semester. To remain employed in the assistantship, the candidate must successfully progress through the graduate program requirements. If the candidate does not continually meet the graduate program requirements, the candidate could be terminated. However, if the candidate terminates employment, the candidate may continue enrollment by acquiring responsibility for the financial costs of the program.

Cohorts are generally considered to be a maximum of 25 students. If a cohort is considered full with tuition-paying students, no more than two tuition-benefit eligible employees may join the cohort beyond the established enrollment limit. If a cohort is not full with tuition paying students, then tuition-benefit employees may be added to the cohort until it is full, but not beyond the maximum. Selection for tuition benefit eligible students will be determined based on the application completion date for enrollment in the cohorts. Grace will give priority for enrollment to students who do not receive the Grace Schools tuition benefit if a course is full. If a course is full you will be placed on a waiting list for the next available opening. Placement on the waiting list will be determined based on the application completion date.

## SPECIAL WORKING CONDITIONS:

Weekend and evening work expected both during and out of the main athletic season, along with potential summer camp work/assistance to the coaching staff.

**Status: Part-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: 6/18/2026**