



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Visit Coordinator	Admissions	Office Manager, Admissions	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: The Admissions Visit Coordinator manages all aspects of the weekday campus visit experience along with five Saturday morning visit dates each year. Responsibilities include scheduling campus tours, welcoming guests upon arrival, and coordinating each family's personalized itinerary, which may include meetings with faculty and coaches, admissions and financial aid appointments, class and chapel visits, overnight housing arrangements, and additional meetings as requested. The Visit Coordinator also provides support for Lancer Days, the Presidential Scholarship Competition, and other campus visit events as needed

General Responsibilities:

1. Respond to online campus visit registrations and schedule all appointments for daily visits, coordinating with admissions staff, student ambassadors, faculty, coaches, and other campus partners.
2. Ensure every guest is hosted with excellence and experiences genuine care throughout their time on campus.
3. Enter and maintain visit data in Slate with a high degree of accuracy and attention to detail.
4. Assist in supervising and scheduling student Office Assistants.
5. Coordinate front desk and phone coverage with the Welcome Center Receptionist, handling calls related to campus visits and directing callers to other campus offices as needed.
6. Serve as the welcoming face of the Admissions Welcome Center, greeting and directing all guests to the admissions office as needed.
7. Perform additional duties as assigned by the Office Manager, Director of Admissions, and Vice President of Enrollment Management.

Secondary Responsibilities:

1. Assist in staffing campus visit days (Lancer Days, Pres. Scholar. Competition, etc.).
2. Obtain and respond to email inquiries. This will require data entry into Slate as well as e-mail replies.

Supervisory Responsibilities:

Student level



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Qualifications:

Minimum:

1. Exceptional organizational skills and strong attention to detail.
2. Ability to enter data quickly and accurately.
3. Highly self motivated with excellent interpersonal skills.
4. Positive attitude and a genuine team mindset.
5. Ability to manage stress and adapt to changing demands in a deadline driven environment.
6. Strong listening skills with the ability to understand questions and respond in a relevant, helpful way.
7. Effective verbal communication in both one on one and small group settings.
8. Clear, precise, and well organized writing with appropriate vocabulary and grammar.

Preferred:

1. Experience in college admissions, customer service, or a related hospitality role.
2. One year of experience with the Slate CRM and Google Workspace.

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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