

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 Visitor Coordinator is responsible for arranging all aspects of weekday campus visits and 5-6 Saturday visits per year, from scheduling all tours, welcoming visitors, meetings with professors and/or coaches, admissions/financial aid meetings, class and chapel visits, additional meetings as requested, and arranging for overnight housing. The Coordinator assists with Lancer Days (large campus visit days), Presidential Scholarship Competition, and other campus visit events as needed.

General Responsibilities:

A. General Duties:

1. Answer telephone calls and respond to online visit registration (securing appointments for daily visits). Calls will generally be regarding visits and/or requests to be connected to other campus offices.
2. Obtain and respond to email inquiries. This will require data entry into Slate as well as e-mail replies.
3. Schedule and organize student ambassador involvement with campus visits.
4. Enter data into Slate. Accuracy and attention to detail are essential.
5. Assist in managing the student Office Assistants.
6. Serve as a “front line” person in admissions visitor’s center for greeting and organizing all visitors to the admissions office.
7. Ensure that visitors are hosted properly and are cared for while spending the night on campus.
8. Assist in staffing campus visit days (Lancer Days, Presidential Scholarship Competition, etc.).
9. Coordinate front desk, phone coverage, and other duties with Visitor’s Center Receptionist.
10. Additional duties as deemed necessary by the Office Manager, Director of Admissions and VP of Enrollment Management prepare for the upcoming academic school year.

B. Chain of Command:

1. This position will report to the Admissions Office Manager.
2. The Admissions Visitor’s Center Coordinator will manage prospective student visits and the entire campus visit process.
3. This position will act as a liaison between Admissions and faculty, coaches, and other administrative offices. In the absence of the Admissions Office Manager, this person will report to the VP.

Qualifications:

A. Minimum:

1. Associate’s degree in a related field.
2. Proficient experience with the Microsoft Office Suite.
3. Should be detail-oriented and should possess exceptional organizational skills.
4. Able to enter data quickly with a high rate of accuracy.
5. Should be a highly self-motivated individual with outgoing personality and excellent social skills.
6. Should have a positive attitude and an outgoing, likeable personality. Needs to have a team-player mentality.

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7. Should be able to handle stress and constantly changing work demands in a deadline-oriented environment.
8. Must be a good listener, able to sift through questions and address issues in a relevant way.
9. Should communicate effectively one to one and in small groups.
10. Should be able to write in a clear, precise, well-organized manner while using appropriate vocabulary, grammar, and word usage.

B. Preferred:

1. Experience in college admissions office setting.
2. One year of experience with the Slate CRM and Google Drive.
3. One to two years of related experience.

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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