

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Admissions Communication Specialist	Admissions	Director of Undergraduate Admissions	1.0	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: Represent Grace College by developing and implementing communication strategies designed to engage prospective students and their families throughout the recruitment cycle. Craft clear, compelling messaging through email and text channels to convey the value of a Grace College education and support the admissions team in achieving enrollment goals. This role is comprehensive in serving students and their families from initial inquiry through matriculation. Some evening and weekend work is required, as well as travel during fall and spring travel seasons.

General Responsibilities:

1. Develop and maintain relationships with prospective students and parents/guardians through telephone, text, and email communication throughout the recruitment cycle. Provide fast, accurate, and friendly responses to questions and inquiries.
2. Collaborate with the VP of Enrollment Management and Director of Undergraduate Admissions to ensure seamless communication strategies and processes.
3. Assist with campus tours when needed and support the planning and execution of all campus visit days.
4. Write and manage communication flows tailored to prospective students and families at various stages of the recruitment cycle, ensuring messaging aligns with Grace College's values and enrollment goals.
5. Coordinate and execute high school visits, college fair and event participation, providing prospective students with a clear understanding of Grace College's offerings. Logistics include scheduling events, managing itineraries, and coordinating travel arrangements.
6. Provide detailed financial aid information and guidance to prospective students and families, offering clarity and support in navigating the financial aid process.
7. Appropriately document student communication and updates in the system, ensuring accurate tracking of application, acceptance, and enrollment statuses.
8. Take ownership of communication strategies to enhance yield rates, deposit rates, and reduce melt rates for designated territories of students.
9. Operate school and rental vehicles with a valid driver's license and maintain a driving record that meets institutional requirements for travel during recruitment events.
10. Provide leadership and oversight of communication-related projects, such as developing email campaigns, text messaging strategies, and parent-focused communications.
11. Serve as the primary resource for crafting internal admissions messaging, collaborating with team members to ensure cohesive communication across platforms.
12. Assist with planning and executing key events such as Presidential Scholarship Days and other special initiatives, contributing to the success of broader admissions efforts.
13. Support additional tasks as assigned

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Qualifications:

A. Minimum:

1. Bachelor's degree.
2. Valid driver's license and good driving record.
3. Strong interpersonal skills.
4. Strong Christian faith, commitment and volunteer service experience.
5. Proficient experience with Google/Microsoft Office Suite.
6. Proficient in writing and proofreading.
7. Highly self-motivated individual with outgoing personality and excellent social skills.
8. A positive attitude and team-player mentality.
9. Must have excellent oral and written communication skills.
10. Must be comfortable providing presentations to large and small groups.
11. Must be a good listener, able to sift through questions and address issues in a relevant way.

B. Preferred:

1. Alumnus of Grace
2. Previous experience with CRM Slate
3. Two years of experience in admissions or a related field

Status: Full 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.

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