



## Great Lakes Christian College

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### **Online Recruiting Director/Financial Aid Assistant**

#### **General Overview**

Great Lakes Christian College, located in Lansing, MI, is seeking to fill the position of Online Recruiting Director/Financial Aid Assistant. The individual filling this position will be a part of the Enrollment Management and Finance and Operation Divisions of Great Lakes Christian College.

This position will be responsible for all aspects of the Online Education recruiting and registration for Great Lakes Christian College. Assistance in the Financial Aid office will also be expected from this role. For more information, please see the attached job description below.

Great Lakes Christian College is a four-year college focused on preparing servant leaders for the church and world. In the 75 years of existence, the college has prepared numerous men and women for ministry positions and laypersons to serve the Kingdom of God. Our history gives hope for the future. Students are the key to our success. The position we are filling serves both as a means to recruit and to retain those students.

#### **Application Process and Timeline**

The deadline to apply is 5:00 PM, July 3, 2024. The search committee will review applications and set up interviews starting the week July 8, 2024. It is the search committee's desire to select a candidate by July 12, 2024, with an employment start date of August 1, 2024.

All applications should be emailed to Gregory A Stauffer, Vice President of Enrollment Management at [gstauffer@glcc.edu](mailto:gstauffer@glcc.edu). Applicants should be prepared to upload the following during the online application process:

1. Provide a cover letter (pdf)
2. Submit a resume (pdf).
3. Provide three references (pdf)
4. Respond to the following questions. Please keep each answer to less than one page in length (pdf).
  - a. Describe your faith commitment and how that commitment is expressed by involvement within the body of Christ. Please include a brief church attendance history and any positions or responsibilities you have held.
  
  - b. Detail your life experiences that you believe make you qualified for this position.

# Great Lakes Christian College

## Online Education Recruiting Director/ Financial Aid Assistant

Reports to: Vice President of Enrollment Management and Vice President of Finance and Operations  
Department: Online Admissions/ Financial Aid

**Summary:** The Recruiting Director/ Financial Aid Assistant will be responsible for all facets of recruiting students for Great Lakes Christian College Online Education as well as assist the Director of Financial Aid in various aspects of the Financial Aid Office.

### General Functions

- Have a positive attitude toward meeting goals and the needs of students.
- Have the ability to interact and build relationships with a wide range of people with diverse backgrounds.
- Be committed to the mission and values of Great Lakes Christian College, Online Education and that of the Financial Aid Department.

### Specific Functions

- Online Recruiter:
  - Recruit students for Great Lakes Christian College Online Education.
    - Conduct student appointments to identify students' educational goals and disseminate course and program information to potential students. This includes advising potential students with respect to enrollment, transferability and applicability of previous college credits earned, degree program options, degree program requirements and progress, and providing information on policies, practices and rules, by using judgment and discretion.
    - Assist potential students in understanding their financial obligations while partnering with the Financial Aid Office.
    - Inform the student of appropriate time and program commitments while helping them identify available options to develop a personalized plan for success.
    - Provide effective communication with potential students via telephone, email, and/or in person. Using critical thinking and problem-solving skills, address and resolve student issues, ensure positive student experiences and address concerns and potential problems.
    - Monitor student participation and progress through the enrollment process to ensure that students are in alignment with college policies.
    - Assist students in making informed decisions by providing ethical, timely, accurate and comprehensive enrollment options and information.
    - Using sound judgment, give acceptance to students that are capable of succeeding in the Online program.
  - Oversee marketing of Online programs (Website, SEO campaigns, Social Media, etc.).
  - Oversee Online Education Lead generation.
  - Generate leads through contacting and cultivating interest in Churches, Homeschool Networks, Associations and Local Businesses for Great Lakes Online Education.
  - Participate in appropriate professional development workshops and seminars as approved by the Vice President of Enrollment Management.
  - Work closely with other departments within Great Lakes, give input and direction for the design, order and inventory of all Great Lakes Online Education promotional materials.
  - Provide regular reporting on progress and activities.
  - Other responsibilities and functions as requested by the Vice President of Enrollment Management and/or the Administrative Team.

- Display public support and pride in college initiatives, assist others in seeing the positive aspects of new initiatives and be seen by other members of the team as a positive influence.
- Financial Aid Assistant
  - Some knowledge of financial aid is preferred, but not required
  - Perform administrative duties, projects, and reports at the request of the Director of Financial Aid
  - Assist the Director of Financial Aid during Registration Days and other special events.

### **Qualifications**

- Education/Training – A Bachelor’s degree is preferred while some college education is required.
- Self-Driven – Must display the ability to be a self-driven, purposeful team player, working independently with minimal supervision.
- Communication Skills – Effective communication skills required – both written and verbal.
- People Skills – A pleasant and helpful demeanor will assist in the favorable development of relationships.
- Judgment – Sound decision making, prioritization skills, and prompt follow up are key elements.
- Acknowledge Jesus Christ as Lord and Savior and demonstrate personal maturity and godliness, agree with our statement of faith and attend a local church body.
- Support the mission statement of “Glorifying God by preparing students to be servant leaders in the church and world.”

### **Work Expectations**

- Employee will work 40 hours per week achieving these objectives.