



## **Assistant to the Institutional Registrar**

### **About Erskine College**

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

### **Description**

Administrative assistant with principal responsibility for assisting the Institutional Registrar.

### **Responsibilities**

- Assist walk-in traffic (students, parents, faculty, staff)
- Answer telephone and field student, parent, faculty, and staff inquiries
- Understand and practice FERPA regulations within the college community
- Fulfill transcript requests
- Fulfill enrollment verifications
- Assist with maintaining database (student records, course offering, etc.)
- Advise students and parents on academic policies/issues as requested
- Assist students with schedule changes and questions
- Assist faculty with registration questions
- Manage the scheduling of classrooms and other academic spaces
- Other duties related to advising as necessary
- Other duties related to office reception as necessary

### **Qualifications**

- A personal relationship with Jesus Christ
- Commitment to Erskine's vision and mission
- Willingness to offer spiritual support to students and staff
- Good written and verbal communication skills
- Ability to prioritize and manage activities
- Strong attention to detail
- Strong organizational skills
- Computer proficiency to include PC platforms and Microsoft Office

- Ability to work independently
- Customer service oriented
- Experience with CAMS or other student information system

### **Application Process**

To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Resumé
- Cover letter
- References (at least three)