



Assistant to the Institutional Registrar

About Erskine College

At the heart of Erskine College is its Christian identity. The college's mission is to equip students to flourish by providing an excellent liberal arts education in a Christ-centered environment where learning and biblical truth are integrated to develop the whole person.

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 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)