



## **Assistant to Registrar**

**Job/Position:** Assistant to the Registrar

**Hours:** 40 hours/week

### **Summary:**

The Assistant will aid the Registrar, current/potential students, faculty, staff, and other constituents in a positive, friendly, customer-service oriented, and efficient manner. This position provides support to the Office of the Registrar by maintaining records, processing documents, verifying enrollment, processing transcripts, entering information into our institutional database, assisting with the planning and execution of graduation activities, and other assigned duties. These tasks should be done in a timely manner in accordance with the mission, core values, and purposes of the Urshan system.

### **Requirements:**

Applicants may not be a current Urshan College or Urshan Graduate School of Theology student.

### **Skills and Attributes:**

The Assistant to the Registrar must possess the following skills and attributes: excellent communication, customer service, & scheduling management; ability to multitask; outstanding organizational and general clerical skills; good spelling and grammar; detailed oriented and flexible. They must also have the ability to learn how to use our Learning Management System (LMS) and Student Information Systems (SIS).

### **Required Hours:**

40 hours a week; 8:00 am – 5:00 pm.

### **Note:**

This position description is not an all-inclusive list of every activity, duty, and responsibility of the position and may be altered by the college/graduate school at any time.