**Job Description**

**Office Assistant**

**October 2014**

**Reports to:** Registrar

**Description:**

The Office Assistant assists the Registrar in the implementation of daily tasks and projects as deemed by the Registrar as the Office of the Registrar serves as the focal point for accumulating, processing, recording and maintaining all pertinent student academic data. This position is part-time, approximately 20 hours per week.

**Responsibilities:**

* General office duties of waiting on students, faculty and others who come to the service window, answering phone and email queries, handling mail, maintaining files and other miscellaneous jobs.
* Processing of incoming and outgoing transcripts.
* Assists in the organization and execution of new student enrollment, coordination with Admissions and Faculty advisors.
* Assist with the data entry of transfer courses.

**Qualifications:**

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

* The ability to communicate effectively and work efficiently with students, faculty, administration, parents, alumni, and others.
* An understanding and appreciation of the goals of education in a liberal arts, Christ-centered, undergraduate college.
* Working knowledge and experience with Microsoft Office, especially Word and Excel programs.
* Working knowledge of computer systems and the ability to learn Jenzebar CX

**Education/Experience:**

* Bachelor’s degree required.

**Resumes should be submitted to Janet Caywood, Registrar at jcaywood@sterling.edu.**