



Assistant to Registrar and UGST Academic Dean

Job/Position: Assistant to the Registrar and UGST Academic Dean

Hours: 20 hours/week

Summary:

The Assistant will aid the Registrar, UGST Academic Dean, 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 and UGST Academic Dean by maintaining records, processing documents, verifying enrollment, processing transcripts, entering information into our institutional database, 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 and UGST Academic Dean 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. They must also have the ability to learn how to use our Learning Management System (LMS) and Student Information Systems (SIS).

Required Hours:

This position is part-time, 20 hours a week. Hours are flexible and can be scheduled with the appropriate supervisor(s).

Note:

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

