



Mid-Atlantic Christian University Announcement for Open Staff Position

Administrative Assistant (in Registrar's Office)

Position Description:

Part-time (24-26 hours per week), 12-month staff position, starting immediately. Salary: \$14 per hour.

Responsibilities

Works with the university registrar in executing policy and procedures related to student enrollment and academic records.

Communicates with anticipated graduates the requirements for graduation; verifies graduating seniors to the vice president for academic affairs and faculty; orders graduation regalia, and assists during the commencement exercises.

Completes the initial spreadsheets to be used for reporting data to various university personnel and state/federal government departments. Maintains spreadsheets/reports of graduate honors, GPA, Deans list, student withdrawals, etc.

Serves as a backup Veterans Affairs certifying official – assisting with the process to certify education benefits for qualifying Veteran students.

Serves as a backup SEVIS official – Assisting with I-20 information and obtaining I-20's for international students.

Reports to the university registrar and works in collaboration with the VP for academic affairs

Position Requirements:

Associate degree or equivalent required.

Experience: None required, prefer someone with office experience.

Skills: Excellent organizational, interpersonal, verbal, technology, and written communication skills, as well as attention to detail.

Skills: Strong organizational skills required. Excellent MS Word word processing skills. Proficient use of Excel. Able to communicate effectively and accurately in oral and written form. Has a concern for detail work. Excellent command of the English language is a must. Professional demeanor, but gracious and friendly with a sense of humor.

Mental Demands: Ability to work under pressure and meet deadlines. Ability to maintain confidentiality and work in a busy environment. Ability to learn and retain information. Possesses a genuine commitment to service. Strong organizational skills, initiative,

creativity, high level of productivity, and flexibility. Strong attention to detail. A self-starter with the ability to work independently with minimal supervision. In agreement with the purpose and goals of Mid-Atlantic Christian University in providing a Christian-based higher-education to students.

Physical Demands: Requires typing and sitting at computer keyboard. Hearing and speaking on the telephone. Able to conduct business at other offices on campus. Ability to lift, pull, grasp, stoop to lower file drawers and reach to top of five drawer file cabinet.

Visual Demands: Computer monitor, reading, eye-contact with visitors.

Environment: Pleasant office, comfortable surroundings, friendly staff, relaxed but professional.

Application Process:

Send (1) a letter of application, (2) a resume, (3) a list of three references, including one church leader (e.g., minister, elder, deacon), and (4) a salary history, to Ms. Yolanda Teske, Registrar, Mid-Atlantic Christian University, 715 N. Poindexter Street, Elizabeth City, NC 27909. Materials may also be sent via email: yolanda.teske@macuniversity.edu.

Applications without each of the four aforementioned components will not be reviewed. The application process remains open until the position is filled. To learn more about Mid-Atlantic Christian University, visit the web site at www.macuniversity.edu.

Mid-Atlantic Christian University, a private, faith based, four year college is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.

Mid-Atlantic Christian University is accredited by:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate, and baccalaureate degrees.