



## ASSISTANT REGISTRAR

Southwestern Christian University invites applications for a fulltime Assistant Registrar starting immediately. Review of applications will begin immediately. Preference will be given to those with a background and experience that match the needs, mission and vision of the University.

**Responsibilities:** The assistant registrar will be responsible for managing day-to-day operations of the Office of the Registrar; managing the daily activities of student workers; evaluating transfer transcripts and entering transfer credits for traditional, online, adult and graduate students; overseeing the processing of transcript requests; processing invoices and requisitions; assisting with running reports for other offices; updating student data as needed; and assisting with Commencement.

**Qualifications:**

- Bachelor's degree is required.
- Excellent communication skills and ability to maintain confidentiality.
- Ability to pay attention to details
- Must be a committed Christian who is supportive of the educational mission of the University.

**Compensation:** Starting base salary range of \$23K to \$26K.

**Closing Date:** July 30, 2013 or until filled

**Applications:** Applicants should submit the following materials (preferably electronically):

1. Letter of application
2. Curriculum vitae
3. Transcripts
4. Statement of Faith and Personal Testimony

Priority will be given to complete applications. Materials should be forwarded to: Wallace Hamilton (wallace.hamilton@swcu.edu) or by mail to:

Wallace Hamilton, CFO/Director of Human Resources  
Search: Assistant Registrar  
Southwestern Christian University  
7210 NW 39th Expressway  
Bethany, OK 73008

*Southwestern Christian University is a Christian institution of higher education affiliated with the International Pentecostal Holiness Church. Southwestern Christian University complies with federal and state guidelines for non-discrimination in employment.*