



# PENTECOSTAL

## THEOLOGICAL SEMINARY

a Church of God ministry

### **Assistant to the Director of Academic Records/Registrar**

#### **Job Posting**

The Pentecostal Theological Seminary announces the following part-time position (29 hours/week). The compensation for this position will be discussed during the interview process.

#### **To Apply:**

Please submit an application and resume to [jterpstra@ptseminary.edu](mailto:jterpstra@ptseminary.edu). The application will be forwarded via email when the resume is received. The office is located at the Pentecostal Theological Seminary, 900 Walker Street NE, Cleveland, TN 37311.

Review of applicants will begin immediately and continue until a candidate has been selected. Interviews will begin for qualified applicants as applications are received and the position will be open until filled. If you are selected to take part in the interview process, you will be contacted and provided instructions for the interview.

#### **Essential Functions:**

- Provides administrative support to the Registrar.
- Assists with registration preparations and semester processes.
- Verifies and maintains student records (new, active, and inactive files) and demographic data in the student management database and Document Archives (Y:).
- Assists with record keeping of international student records.
- Assist the Registrar with FERPA notices and documentation.
- Processes documents and request forms which include, but are not limited to: Add/drop forms, change in degree/major, loan deferment requests, etc.
- Assist students with the online registration process.
- Assist the Registrar with assigned commencement/graduation duties.
- Assist the Registrar with annual reports (ATS, SACS, IPEDS, enrollment).
- Process transcript requests for students and graduates.
- Performs general office duties as assigned by the Registrar to include, but not limited to: Answering telephones, assisting staff and students, receiving and distributing faxes and mail, checking the registrar's email, preparing correspondence, photocopying, scanning, and filing.
- Performs other duties as assigned by the Vice-President for Academics.

#### **Required Education and Experience**

- Undergraduate degree or equivalent work experience
- Familiarity with record-keeping procedures

- A general understanding of FERPA and other legal issues relating to academic records

### **Preferred Education and Experience**

- Bachelor's degree in Business Administration
- Minimum of five years of working experience in an administrative position
- General knowledge of academic regulations
- Thorough understanding of FERPA and other legal issues relating to academic records

Pentecostal Theological Seminary is an equal opportunity employer and does not discriminate in provision of its education and employment programs and services on the basis of race, color, national or ethnic origin, sex, pregnancy, disability, age or covered veteran status. PTS participates in the E-Verify program.

*As a denominationally sponsored institution, the Pentecostal Theological Seminary is fully committed to the spiritual, doctrinal, and ethical emphases of the Church of God and is firmly dedicated to serving and training its ministry. PTS employees are expected to be committed to the absolute authority of Scripture and the Holiness-Pentecostal interpretation of the Christian faith as set forth in the Declaration of Faith of the Church of God and conduct their lives in alignment with those provisions. Employees must be in agreement with the Church of God Declaration of Faith, and the Doctrinal and Practical Commitments.*