



Administrative Assistant to the Registrar

Acadia Divinity College seeks a part-time (17.5 hours / week) **Administrative Assistant to the Registrar** to assist in providing a positive experience for current and prospective students.

The incumbent must demonstrate strong organizational skills as s/he manages a wide variety of tasks. S/he is responsible for the timely management of academic systems, and implementing frameworks of support for students under the direction of the Registrar.

Responsibilities include:

- Provide administrative support to the Registrar of Acadia Divinity College.
- Respond regularly to inquiries by email, phone calls, and visits from current and prospective students.
- Assist with the student registration process, keeping track of registration forms and transcripts.
- Maintain statistics and databases for reporting needs.
- Assist with organizing annual student events, including Student Orientation, First-Year Student Luncheon, and Annual Commissioning Service.

A detailed job description is available upon request.

Qualifications required:

We are seeking a candidate who:

- Demonstrates exceptional customer service both internally and externally, and can clearly communicate.
- Must have excellent interpersonal skills.
- Is friendly, outgoing, self-motivated, reliable, and works well both independently and as a team player.
- Works to a high level of accuracy, maintains confidentiality, and is flexible to regularly changing priorities when necessary.
- Takes initiative and direction as necessary.

- Has completed a recognized program (Bachelor degree or diploma) in either office or business administration, combined with a minimum of five years of related work experience.

Applicants must be highly proficient in the use of Microsoft Office applications, specifically Word and Excel.

Preference will be given to those with:

- Experience working within an educational institution
- Experience working with databases and statistics

Salary will be based on qualifications and experience. Acadia Divinity College offers a competitive salary in addition to a comprehensive benefit package.

Anticipated Starting Date: Monday, July 4, 2016

Applications will be accepted until midnight on Monday, June 20, 2016.

Applicants must be able to enthusiastically endorse and personally support the mission and affirm the theological position of the College. We make every effort to hire exceptional individuals. Canadians and permanent residents will be given priority.

Acadia Divinity College is an evangelical seminary located on the campus of Acadia University in Wolfville, Nova Scotia, Canada, offering Bachelor of Theology, Master of Divinity, Master of Arts (Theology), and Doctor of Ministry degrees. Courses are taught on the main campus as well as at extension sites in Halifax, Truro, and New Brunswick.

Acadia Divinity College is governed by a Board of Trustees appointed by the Convention of Atlantic Baptist Churches. It is an accredited seminary of the Association of Theological Schools in the United States and Canada. The College is certified by the Canadian Council of Christian Charities.

Qualified candidates wishing to be considered for this position must apply through [Career Beacon](#).

For further information about Acadia Divinity College, visit www.aciadiiv.ca.

We thank all applicants in advance, and advise that only those invited for an interview will be contacted. The College reserves the right not to fill this position.