

Assistant to the Registrar and to the Financial Aid Director

Lincoln Christian University is searching for a full-time Assistant to the Registrar and to the Financial Aid Director.

Applicants need:

- Commitment to the mission and vision of Lincoln Christian University
- High confidentiality abilities
- Effective interpersonal and communication skills (verbal and written)
- To be highly professional and productive self-starter
- Exceptional managerial, organizational, relational and computer skills
- Ability to multi-task with minimum supervision
- To be familiar with higher education processes
- A bachelor's degree from a four year accredited college or university required (significant experience may be considered in lieu of degree)
- Ability to work some weekends as requested

The Assistant to the Registrar and to the Financial Aid Director serves as an important member of the Registrar's Office and Financial Aid Office. The position will focus primarily on the records and registration of the online, non-traditional, and off-site students as well as assisting with processes in the Financial Aid office. This full-time position is scheduled to work 40 hours per week. The position reports directly to the Registrar and the Director of Financial Aid, and abides by the expectations and responsibilities listed in the job description. For a full job description, go to <https://www.lincolnchristian.edu/employees/opportunities.php>.

Applicants should be prepared to respond to the University's mission, core values, and statement of faith (available at www.lincolnchristian.edu/about-us/#mission). Submit cover letter, resume, and references to Mrs. Marla Bennett, Director of Human Resources, by email at hr@lincolnchristian.edu. Submissions will be accepted until **December 14, 2018 or until position is filled**.

Lincoln Christian University was founded in the heart of Illinois in 1944. Today, more than 1,000 students pursue their undergraduate, seminary, and adult and graduate studies education at our main campus, extension sites, and online. Our alumni have served across the United States and in more than 160 countries. LCU gives its students the knowledge, skills, and Biblical worldview to live their mission in the church, the workplace, and the world. LCU offers a variety of majors and degrees ranging from professional two-year associate degrees to the Doctor of Ministry. The school is historically associated with the Christian Church/Church of Christ, or Restoration (Stone-Campbell) Movement. Additional information about Lincoln Christian University is available at www.lincolnchristian.edu.

Lincoln Christian University does not unlawfully discriminate in employment practices on the basis of race, color, national or ethnic origin, age, gender, disability, or prior military service. Lincoln Christian University encourages applicants who will contribute to the cultural diversity of the University to apply and to identify themselves if they wish. Federal guidelines clearly recognize the right of church-related institutions to seek personnel who will support the goals of the institution, including the right to select members of the church to which the institution is related.