



Lincoln Christian
UNIVERSITY

Assistant to the Registrar and Assistant to the Financial Aid Director

Department: Registrar and Financial Aid
FLSA Status: Hourly, Non-Exempt
Work Schedule: Monday-Friday; 7:30 a.m. - 4:30 p.m.;
some Saturdays

Job Status: Full time
Reports To: Registrar and Director of Financial Aid
Amount of Travel Required: No travel required

POSITION SUMMARY

Serve as the Assistant to the Registrar focusing primarily on the records and registration of the online, non-traditional, and off-site students. The Assistant to the Financial Aid Director provides assistance, as needed, to the Financial Aid Office, under the guidance of the Director.

ESSENTIAL FUNCTIONS

Registrar Office

- Work closely with staff and faculty who serve online, non-traditional, and off-site students
- Maintain student records
- Update checksheets and degree audits
- Evaluate and process transfer of credit
- Transcribe proficiency exams and Credit for Prior Learning (CPL)
- Determine eligibility for graduation
- Oversee grades (outstanding grades, incompletes, etc.)
- Prepare published LCU class schedules for the website
- Assist students with registration
- Answer phone calls when student worker is unavailable
- Process transcripts when student worker is unavailable
- Perform other duties as assigned by Registrar

Financial Aid Office

- Learns and utilizes various administrative systems such as EdExpress, NSLDS, and ISAC GAP
- Responsible for maintaining at least two of the following areas as determined by the Director:
 - Direct Loan - request funds, collaborate with Fiscal Services, balance monthly
 - Book voucher program
 - Monetary Award Program (MAP) - request funds, balance monthly
 - Add/drop courses - weekly evaluation of whether grants/loans need changed
 - Private/church scholarships - weekly evaluate if receipt of scholarship will impact student aid packages
 - Federal Pell grants - request funds, balance bi-weekly
 - Financial Aid Surveys - complete surveys such as Wintergreen, Petersons, US News, and IBHE ILDS
 - Attendance for online students - evaluate weekly if students are attending class
- Work collaboratively with financial aid staff to develop efficient processes as well as researching new programs or methods for process improvement

- Learns the appropriate federal and state guidelines, as well as LCU policies, to provide the assistance requested by the Director
 - Engage in professional development as opportunities are presented
 - Know the University's catalogs, policies, academic programs, and faculty inside and out
 - Uses data to drive decisions. Where data is not available creates it
 - Other duties and projects assigned by Director
- Accept as true LCU's Statement of Faith and support LCU's mission, vision, core values and philosophy of education
 - Adhere to all University policies faithfully including the Employee Handbook and live "above reproach"
 - Participate in the spiritual life of campus (including employee fall retreat with worship service and chapel attendance)
 - Encouraged to lead spiritual events and engage in mentoring students
 - Attend campus employee meetings as scheduled

POSITION QUALIFICATIONS

Competency Statement(s): requires a highly professional and productive self-starter with exceptional managerial, organizational, relational, and computer skills; high confidentiality abilities

Education: Bachelor's degree from a four year accredited college or university required

Experience: familiar with higher education processes; enrollment and/or financial aid experience in Christian Higher Education is preferred

SKILLS & ABILITIES

Computer Skills: Proficiency in working with computers, word processing, and spreadsheet management software is required; demonstrates the capability to learn other computer applications; and experience with student information systems preferred

Certificates & Licenses:

Other Requirements:

PHYSICAL DEMANDS

Physical Abilities

Stand:	F (Frequently)
Walk:	C (Constantly)
Sit:	C (Constantly)
Reach Outward:	C (Constantly)
Reach Above Shoulder:	O (Occasionally)
Climb:	N (Not Applicable)
Crawl:	N (Not Applicable)
Squat or Kneel:	O (Occasionally)
Bend:	O (Occasionally)

Lift /Carry

10 lbs or less:	C (Constantly)
11-20 lbs:	O (Occasionally)

21-50 lbs:	O (Occasionally)
51-100 lbs:	N (Not Applicable)
Over 100 lbs:	N (Not Applicable)

Push / Pull

12 lbs or less:	O (Occasionally)
13-25 lbs:	O (Occasionally)
26-40 lbs:	O (Occasionally)
41-100 lbs:	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

- Office settings