

Administrative Assistant and Services Coordinator

Lincoln Christian University is searching for a full-time Administrative Assistant and Services Coordinator in the Student Services Department.

Applicants need:

- Commitment to the mission and vision of Lincoln Christian University
- Exceptional interpersonal and communication skills (verbal and written)
- Strong organizational, time management, and planning skills
- Ability to multi-task, manage and prioritize multiple projects, and work independently and collaboratively
- Proven success and experience in interacting effectively with diverse populations
- Ability to handle highly confidential information with discretion, good judgment, courtesy, and tact
- A Bachelor's degree from a four-year accredited college or university required
- Ability to work some irregular hours, evenings, and weekends as requested
- Prior administrative experience preferred
- Proficiency in working with computers, word processing, spreadsheet management software, and student information software

The Administrative Assistant and Services Coordinator serves as an important member of the Student Services Office. The position will provide general office support for the Student Services staff. In addition, this individual will work closely with Student Services staff to establish and maintain a centralized system for career and service related opportunities for the student population. This full-time position is scheduled to work 40 hours per week with some evenings and weekends required. The Administrative Assistant and Services Coordinator reports directly to the Dean of Student Services, and abides by the expectations and responsibilities listed in the job description. For a full job description, go to <https://lincolnchristian.edu/about-us/employment-opportunities/>.

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 **April 30, 2019 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.