



Position Announcement – Enrollment & Records Clerk

Founded in 1884, Central Christian College of Kansas (CCKK) offers a Christ-centered four-year college experience to a diverse student body (www.centralchristian.edu). The College's mission, incorporated within each area of study, strives to develop each student's heart, mind, body and soul. Located in McPherson, Kansas, students enjoy easy access to a wide variety of activities and service opportunities. Beyond the traditional campus, the College's reach extends around the world through numerous online programs. Affiliated with the Free Methodist Church of North America, CCKK welcomes all students regardless of gender, race, ethnicity, disability or economic status.

The College is seeking an Enrollment and Records Clerk. The Registrar Clerk reports directly to the Registrar. Other than maintaining the Academic Office Help Desk, the main purpose of the position is to serve as a custodian of student academic records and assisting in college registration activities. The Clerk assists in transcript evaluation, credit and course auditing, student registration for classes, collection and maintenance of grade information, student performance monitoring, academic eligibility determination, auditing the national student database, and a variety of other services related to student records.

This is a non-faculty status position, serving in a 12-month position, for and annual salary of \$24,000. Central offers an attractive benefits package.

The applicant should consider the mission and perspective of Central Christian College of Kansas before applying. The position requires acceptance and affirmation of the College's evangelical statement of faith, including a lifestyle commitment.

Requirements:

- High School diploma or undergraduate degree
- Record of clerical experience and customer service
- Specialization or significant experience in office-related computer applications

Interested candidates should submit:

- a cover letter describing their interest in and qualifications for this position,
- a professional resume, with at least two professional references.

Candidates should send letters of application and vitae to Michele August, Registrar, 1200 S Main, McPherson, KS 67460 or Michele.august@centralchristian.edu. Review of applications will begin immediately and continue until the position is filled.

Central Christian College of Kansas recognizes the benefits of maintaining a diverse staff and faculty who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. Therefore, the College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).