The Rock Bible College Registrar- Custodian of Student Records.

Principal Function:

As The Rock Bible College Registrar, you report directly to the College Director for the overall administration and day-to-day operation of The Rock Bible College, including marketing, student registration, record grades, prepare student transcripts, evaluate academic records, assess and collect tuition and fees, plan and implement commencement, oversee the preparation of college catalogs and schedules of classes, and analyze enrollment and demographic statistics.

Requirements

- Possesses a high level of technological proficiency
- Excellent written capabilities
- Proficient in Microsoft Word and Excel
- Possesses strong organizational, planning and problem solving skills
- Highly organized
- Able to quickly adapt to change
- Detail-oriented and
- Possesses the ability to work with a variety of people
- Exceptional communication and interpersonal skills
- Capable of multitasking efficiently