



Phillips Community College of the University of Arkansas is seeking qualified applicants for the following position on the DeWitt Campus. This job posting is for a full-time, 12 month position.

**Registrar's Assistant
DeWitt Campus
C107**

Duties and Responsibilities:

Registrar's Assistant works under general supervision and is responsible for processing and maintaining academic records and student information associated with registration activities.

Knowledge/Ability/Skills:

- Knowledge of the college registration process;
- Register credit and non-credit students;
- Process applications, transcripts, and shot records;
- Enter grades for adjunct instructors;
- Ability to explain and interpret registration policies and procedures;
- Ability to maintain student academic records;
- Ability to compile information into report form;
- Possess strong computer skills; and
- Complete other duties as assigned.

Qualifications:

Associate degree required. Experience in general office work, including records management, student registration or related area preferred. Strong computer skills and customer service skills a must. Other job related education and/or experience might be substituted for all or part of these basic requirements.

Review of applications will begin immediately and will continue until filled. To request an application, visit www.pccua.edu or email ejames@pccua.edu or call (870) 338-6474, extension 1271.

PCCUA is an Equal Opportunity/Affirmative Action Employer