

CENTRAL CHRISTIAN COLLEGE OF KANSAS

POSITION ANNOUNCEMENT: ENROLLMENT SERVICES REPRESENTATIVE

VISION, MISSION, AND PURPOSE

Central Christian College of Kansas is a mission driven institution committed to providing a Christ-Centered Education for Character. As such, Central Christian seeks like-minded individuals, committed to Christian Service and Discipleship, in order to sustain a campus community focused on our vision to provide a transformative educational experience, rooted in Christ, to any person desiring to become a faithful steward of heart, mind, soul, and strength.

Founded in 1884, Central Christian College of Kansas maintains a residential program in McPherson, Kansas, though its mission extends much further through its online and graduate programs. CCKK is affiliated with the Free Methodist Church of North America and welcomes all students regardless of gender, race, ethnicity, disability or economic status. In the same way, Central Christian recognizes the benefits of maintaining a diverse faculty and staff, representing the creativity of a loving and innovative God, and who can provide a wide spectrum of perspectives and experiences. We specifically encourage inquiries from candidates from racial and ethnic backgrounds that are currently underrepresented on our faculty and staff.

SUMMARY DESCRIPTION

Central Christian College is seeking an Enrollment Services Representative. Reporting directly to the Director of Enrollment, this position provides critical support by fostering synergistic networking between the different divisions of the College, as well as between the college and its constituents. This individual works to ensure that questions are answered, services are accessed, and information is appropriately recorded. The individual is responsible for the campus switchboard (phone & virtual), warmly greeting individuals on the phone, online, and in person. In addition, this person ensures that inquiries are addressed or that contact is made with the individual best suited to address inquiries. The successful candidate serves as the primary welcome center representative ensuring the welcome center is properly maintained and properly stocked, warmly welcoming all guests and visitors, and providing appropriate direction and introduction. As a formal member of the Admissions team, this individual also serves as the clerk charged with processing and maintaining admissions record management.

This is a flexible [part-time to full-time] staff position, serving as a non-exempt 12-month employee. The salary is based on credentials and experience. A generous complement of benefits is offered, including health insurance, vacation, personal time, retirement plan contributions, and tuition remission for the employee and his or her dependents. Beyond those measurable benefits, CCKK is a great place to work, with dedicated faculty and staff serving with whole hearts, shaping the next generation of Christian leaders.

As a member of the Association of Free Methodist Educational Institutions and recognizing that College's commitment to its vision and mission, all employees are required to affirm of the College's evangelical statement of faith and lifestyle expectations. The applicant should consider the missional perspective of the College, before applying (<https://www.centralchristian.edu/about/>).

Additional requirements include:

- High School Diploma or higher required
- Preference will be given to a candidate with an established record of clerical effectiveness and customer service
- Outgoing, friendly demeanor
- Comfortable with all types of communication: phone, email, in person, online chat or video
- Database and records management and/or maintenance skills
- Vibrant faith, with a commitment to evangelism and discipleship

Interested candidates should submit a cover letter describing their interest in the position and qualifications for this specific position, a resume or curriculum vitae, statement of faith, and the contact information for two professional references and one character reference (include phone and email). **All applications and nominations will be considered highly confidential.** All nominations and applications should be mailed electronically to katherine.potter@centralchristian.edu. The position will remain open until filled.

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).