

Casual/Contract Position:

Registrar Administration Assistant - Educational Institution

PRHC is seeking a “Registrar Administrative Assistant” behalf of an education institution on a casual or contract basis. The institution has been experiencing a sharp increase in business. PRHC is interested in evaluating candidates who are interested and can work from their secure home office.

The candidate should have, or be:

- An undergraduate degree with 5 years of full-time administrative service experience or the equivalent. Preference is for candidates with experience in an educational setting.
- Demonstrated proficiency in MS Office 365 and with standard office equipment.
- Observable organizational skills with information management, particularly within a learning environment.
- Comfortable in adhering, communicating, and enforcing organizational and third-party policies in a positive, relaxed manner.
- Reputation for social people management skills, on the phone, video conferencing, and by email.
- Ability to manage a fluctuating workload, while working calmly under pressure and with managing conflict situations.
- At ease with working independently and as a team player and can learn quickly, focusing on solutions.
- A secure and equipped office, computer with MS 365 and able to work virtually.

Other welcomed assets include adult education, student services, and adept at learning student management systems.

This position, as a casual employee, starts at \$18/hour during the introductory training period. Wage will increase to \$20/hr or more depending upon the successful completion of the initial training period and observable efficiency and productivity. Any contract arrangement is negotiated and starts at \$20/hr or more after the initial training period.

To Apply:

Please send your cover letter, resumes, or CV to prhcrsume@gmail.com. Only those submissions sent to this email will be considered. Please do not contact the institution represented, if known.

Due to applicants and ongoing business volume, only those under serious consideration will be contacted on or before October 15, 2020. Appreciate your understanding and cooperation.



To those not contacted, we thank you for your interest and, unless otherwise indicated, we will retain your application for positions for 3-6 months from the date submitted.

Thank you