



**CENTRAL
BIBLE COLLEGE**

Human Resources
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The following is a list of positions currently available at Central Bible College.

Executive Director for Enrollment Services

The Executive Director for Enrollment Services is an exempt position that is responsible to recruit students for CBC. The starting annual salary will be commensurate with experience. The Director is responsible to provide organization, management, and leadership to the enrollment department. A successful candidate must possess organizational skills, a public relations orientation, and a creative mindset. They must possess a bachelor degree and be willing to travel, highly self-motivated, able to function with limited direct supervision, comfortable with public speaking, understand the culture of the Assemblies of God, and knowledgeable about youth culture. A minimum of three years of experience in marketing, admissions, or enrollment management is preferred.

Secretary for Non-Traditional Education

The Secretary is a full-time non-exempt position that is a part of the Academic Team. The starting hourly pay for this position is \$10.45. The Secretary for Non-Traditional Education oversees the details of online courses, degree completion for the CBC resident campus and as the liaison for the Vice President for Academic Affairs to the distant education sites (CBC Michigan, James River Leadership College, the Church Life Resources Cohort, and future sites). This includes registration issues, budget management, scheduling of CLEP and DANTES testing, and scheduling meetings or appointments for the Office of Non-Tradition Education. A successful candidate must have a college degree and some clerical training or experience. Computer skills, good written and verbal communication skills, and active listening skills are important. Qualifications include social perceptiveness and a desire to actively look for ways to help others. This position requires attention to detail, critical thinking, and problem solving skills.

Library – Reference Assistant & Night Supervisor

The Reference Assistant and Night Supervisor is a part-time non exempt position that is a part of the Library team. The starting hourly pay for this position is \$9.65. The duties of this position include assisting students, faculty, and other patrons in accessing research materials. This position uses indexing tools to access the library's collections, and the online catalog and other online databases to assist in research. A successful candidate must have excellent verbal and written communication, customer service, and listening skills. Also, they must have knowledge or learn quickly to use the library indexing tools, online catalog, and internet databases. A Bachelor's degree is preferable.

If you feel you meet the requirements for any of these positions, please visit our website at www.cbcag.edu/jobs to complete an application for employment.