



# SMBC

Sydney Missionary & Bible College

## POSITION VACANT

### REGISTRAR'S ASSISTANT

#### FULL TIME

SMBC is seeking to appoint a full time Registrar's Assistant responsible to:

- Assist with student academic records and database management;
- Assist with student admission, enrolment and accommodation processes;
- Provide information to prospective and current students;
- Assist with administration and reception desk support for general enquiries.

Reporting to the Academic Registrar, the Registrar's Assistant will be a 'people person', a team worker and have an eye for administrative detail.

Sydney Missionary and Bible College's (SMBC) primary task is to prepare people for gospel work within Australia and overseas. The successful applicant would join an administration team committed to supporting the training of our students.

Enquires and information: Jane Robertson, 02 9747 4780 or email cv to [jrobertson@smbc.com.au](mailto:jrobertson@smbc.com.au). Applications close when position filled.

June 08