Position Title: Registrar's Office Assistant

Department: Registrar's Office

Work Location: Registrar's Office

Hourly Rate: $7.25

Supervisor: Mary Boros-Kazai

Account Number: 01-50500-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 1 or 2

Work Schedule

A student in this position can expect to work 2 hours per day, 4 - 6 hours per week.

The student will work ☑ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: 8:00 am - 4:30 pm; prefer 2-hour blocks minimum.

Department/Position Overview

Registrar's Office Assistant has a critical role in helping ensure that student academic records are well organized and readily accessible. Will be responsible for sorting of student records and filing them in student folders. Will assist in proofing of various lists to help reconcile discrepancies, e.g. as we produce degree audits for juniors and prepare for graduation of seniors. Photocopying as needed. Pickup and delivery of paperwork across campus as needed. Other clerical duties as needed. May also answer the phone and welcome walk-in clients when we are shorthanded or regular staff are away from their desks.

Description of Duties and Tasks

☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☑ Conform to an established work schedule; reliably work set hours as assigned

☑ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☑ Maintain the confidentiality of departmental/employee/student information

☑ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☑ Work efficiently and accurately without immediate supervision
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: