

JOB DESCRIPTION

JOB TITLE: Registrar's Office Work Study (15-20 hours/week) **REPORTS TO:** Administrative II & Registrar

GENERAL STATEMENT OF JOB FUNCTION: The Registrar's Office Work Study assists with the maintenance of student records, performs general administrative tasks, provides support with student registration and customer service to students, faculty and staff as needed. Job duties include: data imaging, filing and sorting documents, mail sorting, assisting with degree audits, and processing registration materials.

ESSENTIAL FUNCTIONS:

- Receives, sorts, and forwards incoming mail.
- Scan documents
- Clerical duties as assigned
- other duties as assigned by registrar and assistant registrar

EDUCATION/TRAINING/SKILLS: Previous administrative experience *preferred*, but not required. Computer proficiency in Word, Excel, Outlook, and web proficiency is required. Person needs to be a self-starter, self-directed, detail-oriented, and have the ability to multi-task. Strong administrative, organizational, phone and writing skills are required as well as an attitude of serving and putting the customer first.

OUTCOMES: Performance will be measured by the accuracy of job performance, how quickly the necessary knowledge base is gained, and how satisfied customers (students, faculty, staff) are with the quality of service provided.

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS: Office environment that requires working at a computer, typing, sitting, standing, and walking for long periods of time. Frequent bending, stooping, and stretching. Requires hand-eye coordination, manual dexterity, distinguishing letters and symbols, corrected vision and hearing within normal range, mathematical ability, speaking and writing proficiently in the English language, working under occasionally stressful conditions. Requires use of office equipment such as computers, printers, typewriters, telephones, copiers, adding machines, fax machines, and scanner.

Requirements:

- Students must have a class schedule printed before discussing a semester work schedule.
- Eligible for Federal Work Study