



JOB DESCRIPTION: Registrar Assistant

Name of Position: Student Worker for Office of the Registrar.

Department: Registrar

Campus Location: Office of the Registrar

Supervisor: Nancy Morse

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: Supporting office with scanning, filing and data entry.

Job Responsibilities:

- Assist filing correspondence, stuffing envelopes and making copies.
- Scan documents to be filed in efile.
- Data entry into a Microsoft Excel spreadsheet; database, etc.
- Proof reading catalog and other documents.
- Data entry in Power Campus.

Qualifications:

- Experience preferred in an office setting.
- Good computer skills.
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week (indicate if evenings/weekends/holidays are required).

Skill Development Areas:

- Listening, Customer Service, Time Management, Multitasking, Communication

Evaluation: Student is evaluated on an ongoing basis. Any issues are addressed as they arise.