



## **JOB DESCRIPTION: Registrar Assistant**

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

**Department:** Registrar

**Campus Location:** Office of the Registrar

**Supervisor:** Anjaih Clemons-Williams

**Length of Contract:** Academic Year (2022 – 2023)

**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.