

Job Description

Student Office Assistant, Registrar's Office

Supervisor: Sara Round

Work Schedule: Flexible shifts available between the hours of 9-5 pm M-F

This position provides administrative and clerical support for the Office of the Registrar.

Main duties include:

- Welcoming visitors and answering calls, directing people to the right staff.
- Making photocopies, scanning, faxing, emailing, filing, and shredding documents.
- Sorting and distributing incoming mail, preparing outgoing mail, and delivering items around campus.
- Maintaining confidential and accurate student records, verifying information, and assisting with institutional databases.
- Completing mandated trainings as required.
- Compiling and synthesizing data for reporting purposes.

Key skills include personable, friendly and professional attitude; detail-oriented and organized; possess working knowledge of basic computer skills (e.g. Microsoft Office Suite) and a willingness to learn other programs; ability to alphabetize, file, and record information accurately; answer phones and appropriately handle visitors with questions; maintain confidentiality of student information in accordance with College policy and legal requirements (e.g. Family Educational Rights and Privacy Act.)