Records and Registration Office Assistant – Central Records and Registration

Work Study Job Type:  
Office Assistant  

Reports to:  
Coordinator, Records & Registration  

Duties and Tasks:  
Overall duties and responsibilities include, but are not limited to, the following:  

- Filing of various registration documents in numeric order  
- Assist students on navigating WebAdvisor  
- Organize and order office supplies for department  
- Print class schedules for students  
- Fax, scan, and copy documents for students and staff  
- Assist with front counter and answering incoming calls for department  
- Pick up/deliver mail for department  

Required Skills/Experience:  

- 6 months of clerical experience  
- Must be able to work with numeric and alpha filing systems  
- Must possess average computer, email, and internet skills  

Additional Requirements:  

- Must be able to lift and carry 30lbs  

Eligibility Specific Requirements:  

- Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.  
- Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.