

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.