



Job Position Description

Title: Student Assistant

Department: The Office of The Registrar

Department Approval By: Registrar

REPORTS TO: Assistant Registrar

PURPOSE: Assist with Administrative and Program support in the Office of The Registrar.

DUTIES & RESPONSIBILITIES:

- Responsible for office records room and assist with keeping it update.
- Work at the front desk if needed. Assist office staff to maintain order in the file room, organized and clean.
- Assist in handling clerical tasks, incoming phone calls if needed and other communications, when needed.
- Manage files, update paperwork and other documents, and perform other general office clerk duties and errands.
- Organize and maintain binders, update as information is received in the office daily.
- Assist in scanning documents. Receive, sort and distribute materials.
- Assist with documentation/preparation at key university events.
- Develop filing system for materials to be archived.
- Assist in workshops and events on campus.
- Operate office equipment and personal computers.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Willingness to work in a diverse environment. Must have good interpersonal skills, responsible, punctual and willing to follow protocol and procedures.
- Responsible for keeping all students/faculty and staff records that are maintained in the University Registrar's Office confidential at all times.