

STUDENT LABOR POSITION DESCRIPTION
Office of Record & Registration

Most Recently Updated 03/05/99

Position Title: Assistant Office Manager
Must work 12 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for this position in the Department:

1. Help train and supervise new student labor, prepare labor schedule;
2. Responsible for one of the following:
 - a. Declaration of Major Process, or
 - b. Transfer of Credit Evaluation Process;
3. Enter Access and retrieve data on the BANNER system;
4. Work as receptionist in answering inquiries via telephone and in-office visitors;
5. Assist with on-line registration - this will include working two Saturdays during the regular year; follow-up by checking cards for accuracy;
6. Process changes of registration and enter course change fee;
7. Assist in proofing grades entered if needed;
8. Keep a neat workplace because we have an open area that is in view of visitors to the area;
9. Filing, mail run, errands, light janitorial work, and other duties as assigned.

B. The following are *possible additional* (on an if-needed basis) duties for this position:

1. Help other student co-workers complete their tasks timely during heavy work periods;
2. Assist other departments when requested if you have time and your workplace is covered.

III. Learning Opportunities:

- A. Various computer programs (i.e., BANNER, Word, File Maker Pro, Excel)
- B. Learn basic supervisory skills
- C. Learn best way to set project deadlines and follow through to timely completion.

IV. Basic Qualifications:

- A. General: Previous experience as Records Clerk II, excellent work record with proven efficiency, confidentiality, thoroughly familiar with policies and procedures related to maintenance of records in Office of Records and Registration;
- B. Skill: Excellent computer skills and other office skills compatible with those needed for daily operation of office;
- C. Physical: No limitations;
- D. Academic: Good student academically due to type and volume of work expected from Office of Records and Registration.

V. Desirable Qualifications:

- A. High interest in learning;
- B. Willingness to share concerns and help resolve problems.

VI. Narrative Summary:

The Office of Records and Registration provides service, both on and off the campus. It is expected that students and full-time staff alike will preserve confidentiality in all facets of the office. Due to the nature of the work of this office and restrictions of a 12-hour per week labor assignment, duties are subject to variation with needs of the daily office workload.