

JOB DESCRIPTION

Source:	Federal Work Study
Department:	Registrar's Office
Location:	Registrar's Office
Job Number:	
Job Title:	Student Worker
Pay Rate:	\$6.55 / hour
Supervisor:	Jamica Coates

Duties include:

- General clerical responsibilities which include mailing out of transcripts; typing and filing of correspondence, forms and records; answering phones, making copies; and assisting students on a limited basis.

Requirements:

- **CONFIDENTIALITY A MUST.**
- Responsible and careful worker.
- Good organizational and communication skills required.
- Willingness and ability to deal with people in person and over the phone in a pleasant, understanding, and tactful manner.
- Prior experience is a plus.