

Administrative Assistant - Student Records

Division	Instruction & Student Services	Department	Student/Enrollment Services - Registrar's Office		
Classification	Administrative Assistant	Revised			
Supervisor	Registrar	Position #		Job Class	

Statement of Primary Purpose

Assist Registrar in the day to day operation of the office.

Classification

Administrative Assistant

Essential Functions and Responsibilities

- Maintain an organized filing system.
- Process transcript requests.
- Manage the document imaging system by scanning files for enrolled students and creating day forward records.
- Maintain required student record databases.
- Assist Registrar in evaluation of transcripts received for credit.
- Process forms for registration, drop/add, withdrawal and change of major and address.
- Assist in the distribution of grade rosters, census rosters and attendance rosters; input grades as rosters are received.
- Process incoming and outgoing correspondence to include the typing and/or composing of: letters, memos, mail, meeting minutes, forms (travel requests, purchase requisitions), and reports.
- Assist students with enrollment verification.
- Assist with processing of commencement applications and the planning for commencement.
- Communicate correct information concerning college programs and policies.
- Serve as receptionist for the Registrar's office department and answer telephone calls.
- Supervise college work study students assigned to office or work area.
- Assist with academic advisor training as needed.
- Operate and utilize office equipment and various computer software programs.

Additional Duties and Responsibilities

Administrative Assistant - Student Records

- Cross-train with other departments in Student Services in order to provide assistance during peak periods.
- Assist with entering applications for admission during peak periods.
- Assist with special events as requested.
- Interact with students, the public, the community, and co-workers in a cooperative, courteous, and professional manner.
- Serve on committees and teams as assigned, and assist with reaccreditation process
- Comply with the college's policies and procedures as outlined in the Policies and Procedures Manual.
- Participate in preparation of annual unit planning goals.

Minimum Qualifications

Education	High School diploma required; AA or AAS highly preferred in OST or a Business related field
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent customer service skills with the ability to work well with the public in high pressure situations; • Ability to multitask and to perform detailed tasks accurately with constant interruptions; • Strong computer skills with a focus on office applications. Proficiency in word processing and spreadsheets preferred; • General knowledge of office practices and good attention to detail preferred; • One year work experience required; two years preferred.
Physical Demands	Occasional lifting of office supplies and paper products
Licensing Requirement	N/A

Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

Travel may be required to do software training; evening work required during registration periods

Equipment Operation

PC, copier, document scanner, microfilm reader

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.