

FEDERAL WORK STUDY PROGRAM

College Registrar Worker

Location: Griffin Campus Mon-Thursday 8 a.m. -6 p.m.

Supervisor: Monica Green Hourly Rate: $10.00

Under general supervision, assist students, instructors, staff members and the general public while working in the Registrar’s Office. Greets college visitors in a pleasing manner; determines the nature of their business, and provides appropriate information to other employees as needed; answers, and routes telephone calls promptly and courteously to appropriate staff; delivers complete, accurate and legible messages in a timely manner. Properly responds to all inquiries and requests for information in a courteous and timely manner.

Responsibilities: Provides administrative support such as typing, filing, data entry, corresponding with prospective students, perform other duties such as the day-to-day operation of the Registrar’s Office, and assists with college-sponsored activities such as graduation.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Works well with and without supervision

Shows persistence and an eagerness to learn

**Minimum Qualifications:**
Must be in the Business Administrative Technology Program. Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Knowledge of proper phone etiquette; professional dress; knowledge of phone system operation; and knowledge of college activities and operations; ability to utilize a copy and fax machine; must be detailed oriented. Ability to maintain confidentiality and pay close attention to detail, coordination and prioritizing. Knowledge of Microsoft Word and Excel. Must be able to type 15-25 words per minute.