

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Registrar's Office

NAME OF WORK-STUDY SUPERVISOR: Krista Herrera

CONTACT INFORMATION: registrar@northcentral.edu or 612-343-4409

WAGE RATE: \$7.50 per hour

LENGTH OF EMPLOYMENT: 2008-2009 academic year (August 27, 2008 - May 6, 2009)

PURPOSE OF JOB: To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

To provide secretarial and receptionist assistance to the personnel of the department including:

1. Filing
2. Photocopying and miscellaneous secretarial duties
3. Computer data entry
4. Assistance at graduation (December and May) and registration (September and January)

OVERALL JOB QUALIFICATIONS:

1. Office experience necessary
2. Detail Orientated
3. Mature, responsible person qualified to handle confidential student/faculty records and volume of paperwork