

## **COLLEGE WORK-STUDY JOB DESCRIPTION**

**NAME OF DEPARTMENT:** Registrar's Office

**CONTACT INFORMATION:** [registrar@northcentral.edu](mailto:registrar@northcentral.edu) or 612-343-4409

**PURPOSE OF JOB:** The Student Worker position is responsible to support the administrative personnel in the Registrar's Office in the assessment and processing of the students' academic records. Student worker personnel are expected to assess and give feedback on the processes and procedures relating to their duties in order to continually improve the performance of the Registrar's office.

### **DUTIES AND RESPONSIBILITIES:**

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

1. Sort and deliver mail to appropriate personnel in Registrar's office.
2. File paperwork as needed.
3. Pull inactive files from current student files.
4. Prepare inactive student files for scanning.
5. Scan inactive files.
6. Shred inactive documents.
7. Typing as needed.
8. Assistance with special projects throughout academic year such as graduation, baccalaureate, office organization.
9. Processing Transcript orders and taking payments.
10. Provide customer service: phone, email, and in-person.

### **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