Registrar’s Office:

The Registrar’s office is seeking an energetic and dedicated student worker who has good oral and written communication skills. The individual will work as a member of a team and be expected to multitask, once trained work with very little supervision. We are seeking a student worker who is neat and clean in appearance and is punctual for work. This individual will perform a range of office support assignments while being exposed to new methods, processes, and procedures within the area of The Registrar’s Office. The essential skill for this position includes having a working knowledge of MS Office, photo copying, answering multi-line phone, filing and other duties as assigned. Primary Skills Required: Must have a pleasant attitude, good customer service skills, good computer skills, eager to work, punctual, be able to handle confidential information without incident.

Financial Aid Office:

All basic duties and responsibilities support the overall efforts of the Financial Aid Office. This will include but not limited to basic filing, photocopying, organizing documents, addressing and mailing of documents. They will have student contact via phone or in person and will have the responsibility to review basic demographic information via the Banner system. Additional duties and responsibilities may be assigned or requested by the supervisor and other staff members when a specific situation arises.