**Position Title:** Staff Assistant  
**Employee:** (Replacement for Aliyah Payton)  
**Department:** Office of the University Registrar  
**Reports To:** University Registrar

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**General Function (Description):**

This individual will provide technical assistance and general administrative support to the Office of the University Registrar.

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**Examples of Duties and Responsibilities:**

- Provides administrative support to the Registrar by maintaining files, calendar records, coordinating travel arrangements and scheduling faculty/staff/student appointments and meetings.
- Handles highly sensitive, confidential records and is charged with safeguarding information accordingly.
- Uses a variety of computer software (i.e., Banner, EPAF, Argos, Degree Works, MS Office, etc.) to complete administrative assignment.
- Assists in planning special events such as orientation, conferences and ceremonies.
- Answers the telephone and greets visitors. This communication includes significant interaction with individuals outside the department and University.
- Coordinates coverage of the Office of the University Registrar SIEMEN Call Center.
- Coordinates coverage of reception area.
- Assist with the requisition process.
- Hire work-study students and submit work-study paperwork.
- Maintain work-study paperwork and submit timesheets via EPAF.
- Train student workers on all policies, processes, and procedures associated with the work unit, including: FERPA, document and form distribution, and appropriate procedures to advise students on the basic steps associated with the registration process and academic records.
EDUCATION AND TRAINING
Bachelor’s degree or/and a minimum of three years of experience in office management.

KNOWLEDGE SKILLS AND ABILITIES
- Ability to understand oral and written instructions.
- Knowledge of general office procedures.
- Ability to maintain simple and accurate records.
- Knowledge of computer software and hardware and ability to operate basic office
- Good written and oral communication and an aptitude for numbers.
- Discretion, judgment, organizational ability and
- Ability to perform other related office duties as requested are important

__________________________________________  __________________________
Dean/ Chair                                  Date

__________________________________________  __________________________
Human Resources                              Date