

# JOB DESCRIPTION FORM

Position: Student Worker

Department: Registrar/Institutional Research Office

Supervisor: Charity Walters

Pay Range: Starts at 9.00/10 hours a week  
Must be eligible for State Work Study

DUTIES: General duties include: assisting the Director of Institutional Research in the creation and cleaning of datasets to support the building and maintenance of institutional dashboards and other reporting mechanism; Scanning, filing and helping to create system for tracking e-reports and data; As secondary responsibility, the student worker will also assist the Registrar's Office regarding maintain filing; commencement/graduation preparation activities; performing/completing other office-related duties or tasks as assigned.

RESPONSIBILITIES: Individuals hired will: (1.) preserve confidentiality of student records/information maintained in the UMW Registrar's/Institutional Research Office; (2.) follow university, Montana University System and federal policies and procedures (as outlined in university publications and office operation manuals) as well as state and federal laws; (3.) be honest, prompt and dependable (strong work ethic is important, we rely heavily on the contributions and productivity of student workers); (4.) perform, to the best of their ability, the duties/tasks as outlined in this job description and those assigned by UMW Registrar/Institutional Research Office supervisory personnel; (5) present a professional demeanor at all times while on duty; and (6) Abide by FERPA regulations.