

## JOB DESCRIPTION FORM

Position: Student Worker

Department: Registrar's Office

Supervisor: Charity Walters/Alecia McDougal

Pay Range: starts at 8.15  
(must fall within UMW limits of \$ 8.15-9.95/hr)

**DUTIES:** General duties include: answering basic enrollment related questions according to published institutional policies and procedures, assisting students/customers who stop at the UMW Registrar's Office (or who e-mail, call, or write) with enrollment related issues and problems, document filing, answering telephones, entering relevant data into the university student records system, assisting with other registration/enrollment-related activities, helping with commencement/graduation activities, helping process office correspondence and bulk mailings, gathering information from student files or electronic records for reporting purposes, processing student transcript requests and enrollment verifications, assisting with certification of student athletes, 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 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's Office supervisory personnel; and, (5) present a professional demeanor at all times while on duty in the Registrar's Office.