

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Registrar/Institutional Research **Department Head:** Charity Walters

Classification/Name of Position: Registrar Clerk

Student's Supervisor: Alecia McDougal

Office/Location: Registrar's Office/James Short Bldg

Email Address: alecia.mcdougal@umwestern.edu

Phone #: 406-683-7213

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

The student worker in the registrar/institutional research office in addition to being a current student at the University of Montana Western must:

- Learn and abide by FERPA regulations in relation to:
 - Working with academic and student information including physical and electronic files and Banner;
 - Preserve confidentiality of student records/information maintained in the office.
- A general understanding of Microsoft Office suite, preferably excel and word.

Purpose/Role of the position:

The purpose of the student worker role in the registrar and institutional research office is:

- Provide filing assistance and maintenance of academic records.
- Assist registrar staff with projects related to their positions.
- Assist director of institutional research with reporting processes.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

- Assist the registrar's office regarding maintaining filing.
- Assist with registration and commencement/graduation preparation and follow-up activities.
- Assist in office project regarding organizing the academic vaults.
- Assist institutional research with cleaning of datasets and support in building institutional dashboards and other reporting mechanism.
- Scanning, Filing and helping to create system for tracking e-reports and data.
- Other office-related duties or tasks as assigned.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.