

JOB DESCRIPTION FORM

Position: 2 positions-Temporary Student Workers
(Applications available in the Registrar's Office)

Department: Registrar and Institutional Research Office

Supervisor: Charity Walters/Rebecca Stuart

Pay Range: \$9.00

Position Description: The Registrar's Office is seeking two **temporary** student worker to start as soon as possible through at least the end of the fall semester. While not guaranteed, this job could expand into the spring semester as well. During the semester we are seeking 2-4 hours a day to provide front window service and additional office support. If you are available during the winter break we may have potential hours available as well up to 19 hours a week.

Responsibilities: 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.

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 of student workers); (4.) present a professional demeanor at all times while on duty in the Registrar's Office.