

Job Title: Student Assistant- Registrar's Office

Office/Department: UT Southern Registrar's Office

Location (Building): Colonial Hall

Supervisor: Kyla Young, Assistant Registrar

Purpose/Role: To assist the Registrar's Office with graduation, registration, and other processes

Position Summary: Assist with helping students, faculty, and other members of the UTS community, answer questions and help with the day-to-day workings of the Registrar's Office

Essential Responsibilities:

- 1) Serve as the main point of contact for the Registrar's Office by greeting and assisting students, alumni, and the UTS community in person and on the phone.
- 2) Assist students with the completion of academic forms and processes.
- 3) Data entry and document tracking tied to transcripts, transfer students, and degree audits
- 4) Assistance with degree audits and other detail intensive projects including graduation.
- 5) Provide logistical support to academic events including term registrations and annual graduation.
- 6) Provide assistance to maintaining both hard copy and digital copy academic records, including scanning documents when necessary.
- 7) Filing, copying, and other clerical assignments.

Additional Responsibilities:

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Registrar Office staff.

Qualifications:

- 1) A knowledge of Microsoft Office Suite and the ability to learn the student database and other technology components.
- 2) Excellent written and oral communication skills.
- 3) Excellent and accurate data entry.
- 4) A proven ability to multi-task and prioritize in multi-faceted workplace.
- 5) A proven record of working successfully with diverse populations.
- 6) A positive attitude and an ability to adapt and change.
- 7) A willingness to work in a team environment with high standards of excellence.
- 8) Demonstrated experience in working with confidential information.
- 9) A history of regular attendance, responsible work habits, and positive performance appraisals.