



THE UNIVERSITY OF TENNESSEE  
SOUTHERN

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**Job Title:** Student Assistant- Registrar's Office  
**Office/** UT Southern Registrar's Office  
**Department:** Colonial Hall  
**Location-Building**  
**Supervisor:** Chris Mattingly, Registrar  
**Purpose/Role:** To assist the Registrar's Office with graduation, registration, and other processes  
Assist with helping students, faculty, and other members of the UT Southern community, answer questions, and help with the day-to-day workings of the Registrar's Office  
**Position Summary:**

**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 in 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's Office staff.

**Qualifications:**

- 1) 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 a 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.