Student Job Description

Department: Registrar's Office
Location: Silliman Hall

Supervisor's Name: Gail Sack

Please indicate hours/shifts available: Mondays - Fridays, day time

Rate of Pay: minimum wage

Purpose/Role of the Position within the Department:
• Assist with clerical duties

Duties and Responsibilities:
• Filing documents
• Shredding documents
• Typing envelope addresses
• Data entry in the transcript transcription log
• Transport messages to other departments

Qualifications for the Position:
• Typing skills