

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