

Sul Ross State University
Position Description

Official Title: Registrar Assistant

Salary Group: 4

Job Code: 4026

Summary

Function: Provides clerical assistance.

Scope: Handles segment of office work load; works on routine and detailed material; may process large volumes of material.

Duties

Essential: Responsible for providing information to students and general public; sorts and compiles records or data; maintains filing systems; may prepare reports; posts to records; will use typewriter and computer; may answer telephone and serve as receptionist. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: Regular instructions and work reviewed by supervisor.

Given: May supervise student and other part-time employees.

Education

Required: High school graduate with business courses or equivalent

Preferred: College or business school courses.

Experience

Required: One to two years office experience or a combination of training and/or experience.

Preferred: More than two years experience in a related area.

Equipment/Skills

Required: Standard office machines; must know how to make change.

Preferred: Typewriter and computer skills.

Working Conditions

Usual: Office conditions; standard hours; position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date Revised: September, 2005