Position Title: Registrar- Clerical Assistant  
Dept/Office: Registrar’s Office  
Reports To: Anna Brukner (abrukner@edgewood.edu)

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

Clerical Assistants are needed to assist with general office duties, such as electronic filing, scanning documents, processing student requests and distribution of mail. Assistants will maintain student files in Feith computer database and assist with general inquiries via telephone or at the service counter. Candidates must have a commitment to work assigned hours and the ability to work as a team member. Confidentiality is imperative in this office. All student employees are required to abide by the Family Educational Rights and Privacy Act.

NOTE - Office hours are Monday-Friday 8-4:30pm. This position offers approximately 10 hours a week and will be scheduled around the student’s classes. This position may continue into the summer based on applicant availability.

JOB QUALIFICATIONS

Student employee should have good communication skills, possess general computer skills, and be able to recognize, process and file various document types. Accuracy, integrity, and dependability are desired attributes for this position.

Other Qualifications/Requirements:
The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To Apply:
http://my.edgewood.edu/sites/services/HRE/sefs/cjfs/Lists/Registrar%20Clerical%20Assistant/overview.aspx