

## Shared Position

Job Title: Office Assistant

Department: Office of Registrar /Business & Legal Studies

Campus: Montgomery

Job Supervisor: Jordan Atha/ Kelly Grose

Employment Period: Full Academic Year

Number of hours per week: 15- 20 hours per week

Description of Job Duties and Responsibilities for Office Assistant office of Registrar Montgomery

- Manage Student files
  - Locate and retrieve student files
  - Organize and file student documentation
  - Merge duplicate student files
  - Remove and destroy superfluous documentation
  - Create replacement for damaged folders
- Greet students and other guest, and gather preliminary information regarding their needs, as they enter the Student Affairs area and/or Office of the Registrar
- Answer routine inquires via phone, email, or chat
- Make copies (curriculum pattern sheets, student documentation, etc.)
- Assist with the assembly of graduation packets
- Prepare outgoing mail
- Other duties as assigned

Description of Job Duties and Responsibilities for Office Worker BLS Montgomery:

Monitor the department/ 5<sup>th</sup> floor, labs, & lounge. General office work (phone, MS office, copy, scan, shred, etc.)