

Bowie State University Federal College Work-Study Position Description

Title: Office Assistant

Department: Registrar's Office

Department Approval By: Ms. Ali

Date: June 10, 2019

REPORTS TO: Ms. S. Queen

PURPOSE: Assist with office workload during the semesters.

DUTIES & RESPONSIBILITIES:

Duties and Responsibilities

Responsible for keeping all students/ faculty and staff records that are maintain in the University Registrar's Office confidential at all times.

Responsible for office records room and assist with keeping it update.

Assist at the front desk if needed. (Only after front desk training is completed my office staff member).

Assists office staff with keeping the file room organized and clean at all times.

Assist in handling clerical tasks in our office, and handling incoming phone calls if needed and other communications, when needed.

Assist in managing files, updating paperwork and other documents, and performing other general office clerk duties and errands.

Assist in making, organizing and keeping all binders updated as information is receive in the office daily.

Assist in scanning documents in the office.

Assist with checking all new income files in the office.

Assist with graduation.

Pull folders each semester for all students that apply for graduation.

Assist with verifying graduation list (name correction, majors, diplomas etc.)

Assist with graduation name card and degree release forms.

Assist the Registrar's staff on graduation day at the ceremony.

Assist all Registrar's staff members if needed.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Student's should have good communications skills and has ability to use computer.

Some knowledge about BSU would be helpful.

MINIMUM TRAINING & EXPERIENCE:

Office will train.

CONDITIONS OF EMPLOYMENT:

Must be responsible, reliable and trustworthy.

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