Registrar's Office Assistant

Posting Date: 8/15/2024

Classification: Work-study

Description: Primary responsibilities shall be, but are not limited to the following: Filing, typing, answering telephones, scanning and assisting students with registration.

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

Pay Rate: $12.00 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Joseph Flotte 575-492-2573

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