POSITION SUMMARY

This position will provide assistance to Enrollment Services regarding the graduation process. Duties to include: filing graduation applications, inputting information into the database, delivering course substitution documents to the academic department, helping research course descriptions for other institutions, labeling, and addressing postage. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Mail department information
7. Event preparation and support
8. Collect and record data
9. Maintain and/or process records

REQUIRED QUALIFICATIONS

• High School Diploma or Equivalent
• 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITES

• Customer service
• Organizational skills
• Communication skills (written and/or oral)
• Working knowledge of general office procedures and practices
• Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

• Pushing or pulling carts or other such objects
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing