

## **ASSISTANT TO THE REGISTRAR**

### **GENERAL STATEMENT:**

Assist in coordinating the activities of the registrar's office by processing applications and performing other secretarial/clerical support duties.

### **REPORTS TO:**

Dean of Enrollment Management

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years experience in records management or a general office environment.

#### **OTHER:**

Computer software skills (Word, Excel, etc.) and imaging experience.

### **DUTIES AND RESPONSIBILITIES:**

- Process withdrawals.
- Post grades.
- Maintain transcript data.
- Imaging of records.
- Process and code College applications.
- Gather and record residency.
- Process transcript requests.
- Serve students and public in regard to institutional information and processes.
- Typing of reports, memos, and letters.
- Verifying College enrollment to various offices and agencies.
- Scan applications and residency forms for consistency.
- Serve as back-up for College switchboard operator.
- Collect and process applications, certificates, and diplomas for graduation.
- Maintain copy machine.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 02/08/95*

*Revised: 06/16/2009*

JD125