

Position Description

POSITION PROFILE

Position Title: Registrar's Office Work Study Position

EOU Department/College: Office of the Registrar

EOU Supervisor Title: Brooke Hewitt, Program Representative 2

Typical Job Duration: Academic year

Job Level: Level 1

Type of Schedule/Typical Hours: Flexible; needs to accommodate the Office of the Registrar's operational hours from 8 AM to 5 PM, Monday to Friday.

Typical Number of Hours Per Week: Varies – Typical 10 hours

POSITION INFORMATION

Student Position Description Summary:

The Registrar's Office Work Study position assists in supporting the Office of the Registrar through a variety of administrative tasks. This position involves updating student records, processing student requests, assisting with course registration, and providing customer service to students, faculty, and staff. The ideal candidate is organized, detail-oriented, and capable of handling confidential information with discretion. This role is a valuable opportunity to gain hands-on experience in higher education administration, enhancing skills in database management, communication, and office administration.

Job Duties/Responsibilities/Essential Functions:

- Maintain student records in the database
- Process student related requests efficiently
- Scan documents and manage electronic file uploads
- Perform other duties as assigned to support the Registrar's Office

HIRING CRITERIA

Minimum Qualifications:

- Must be an on-campus student with federal financial aid-approved work-study awarded

Preferred Qualifications:

- Strong written and verbal communication skills
- Strong problem-solving skills, great attention to detail and self-starter

Desired Knowledge, Skills & Abilities:

- Proficiency in Microsoft Office and database management
- Organizational skills to manage multiple tasks
- Ability to work independently and as part of a team
- Ability to communicate effectively with staff, students, and faculty
- Ability to handle confidential information with discretion - Understanding that violations of privacy laws will result in immediate termination

STUDENT LEARNING OUTCOMES

As a result of completing this Employment, the student will:

Academic Learning Outcomes:

- Develop an understanding of administrative processes

Industry Learning Outcomes:

- Gain hands-on experience in administration, particularly in managing student records and compliance with policies

Career-Readiness Learning Outcomes:

- Enhance professional skills such as communication, confidentiality management, and office administration

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework