

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Office Assistant, Student Development  
Senior Office Assistant, Student Development (1/2 Time)

**REPORTS TO:** Assistant Dean of Student Development/Counselor

**BASIC FUNCTION:** Assists in the operation of campus student development, to include campus financial aid, veteran affairs, registration, and admissions/records

**CLASSIFICATION:** Supervisory and Career Confidential

### **DUTIES AND RESPONSIBILITIES:**

1. Assists in the regular maintenance of student files.
2. Types correspondence, memoranda, and requisitions as applies to Student Development.
3. Provides information to students and the general public concerning College orientation policies, financial aid, advisement, registration, et cetera.
4. Assists in accepting and forwarding student applications to the Admissions Office (East/North campuses).
5. Operates the CRT terminal for credit and continuing education registration.
6. Assists with the preparation and processing of withdrawal letters as requested by instructors and students, and follows through with necessary action.
7. Assists with the mailing of catalogs, brochures, and other materials as requested by individuals.
8. Makes student appointments for orientation, advisement, and registration.
9. Assists the counseling/advising staff with dual enrollment registrations, general registrations, and recruitment activities.
10. When assigned the duty, types and forwards news releases and other information to the Director of Marketing and Public Relations.
11. Compiles information and assists in other data collection for reports.

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12. Assists Student Development Assistant I and Advisors in resolving orientation, testing, advisement, and registration issues for students.
13. Performs other duties as assigned

**MINIMUM QUALIFICATIONS:**

**Standard High School diploma or GED. Must be able to perform general office work with special emphasis on clerical experience, customer service, and communication skills. Word processing skills preferred.**

**Keyboarding Speed: 35 words per minute with 95% accuracy**

**Data Entry 1- Vendor: 6,200 keystrokes per hour with 95% accuracy**

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last revised: 7/01/02; 7/01/04; 7/01/05; 5/12/10