

Job Title: Office Assistant

Department: Office of the Registrar

Campus: South Charleston

Job Supervisor: Primary Nathaniel Ayre

Employment Period: Full Academic Year

Number of hours per week: 20 hours per week

Description of Job Duties and Responsibilities:

- Manage student files
 - Locate and retrieve student files
 - Organize and file student documentation
 - Merge duplicate student files
 - Remove and destroy superfluous documentation
 - Create replacements for damaged folders
- Greet students and other guests, and gather preliminary information regarding their needs, as they enter the Student Affairs area and/or Office of the Registrar
- Answer routine inquiries via phone, email, and chat
- Make copies (curriculum pattern sheets, student documentation, etc.)
- Assist with the assembly of graduation packets
- Prepare outgoing mail
- Other duties as assigned