

Position Title: Registrar Office Student Worker

Status: Part Time Temporary. Dates and Times are Flexible. (Preferred: 14 Hours a Week for 3 Consecutive Weeks. 2 Days a Week for 7 Hours a Day).

Summary of Responsibilities:

Assist the Registrar with organizational duties including alphabetizing and sequencing files and catalogs.

Primary Responsibilities:

- This position will be responsible for assisting the registrar in the reorganization of the office. This includes filing paperwork, rearranging and alphabetizing files, sequencing handbooks and catalogs, and other miscellaneous office assistance.

Required Qualifications

Skills/Knowledge/Experience:

- Ability to listen and effectively follow instructions.
- Strong organizational skills.
- High regard for confidential materials and situations
- Read and interpret documents such as policies and procedures.

Education:

- Must be enrolled full-time at Iliff during the Fall 2021 Quarter.

Physical Demands:

- Must be able to commute to campus for designated working hours.
- Must be able to stand and sit for extended periods of time while filing paperwork.
- Ability to move up to 25lbs.

Work Environment:

- Moderate noise level, well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- Light physical activity performing non-strenuous daily activities of an administrative nature.

Position Hourly Wage: \$15.00

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Please submit a resume and brief statement (paragraph or so) on why you are interested in the position. Once finished please send materials to registrar@iliff.edu. The position will remain open until filled.