



## Job Description

Job Title: Part-time Administrative Assistant  
Unit: Registrar/Student Services, South Jordan Campus  
Reports To: Registrar/Director of Student Services  
FLSA Status: Non-Exempt

Prepared by: Assistant Dir. Of Student Services  
Reviewed By: Office of Human Resources  
Approved By: Registrar/Director of Student Serv.  
Date: 7/16/14

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### Summary

The position of Registrar/Student Services Part-time Administrative Assistant is responsible for providing clerical, administrative, and project support to the Registrar/Student Services Office on the South Jordan Campus. The Administrative Assistant must maintain a current knowledge of appropriate office policies, processes and procedures in an effort to assure efficiency and integrity of the Registrar/Student Services Office; serves as primary point of administrative contact for internal and external constituencies, often on complex and confidential issues; and participates in the coordination, control, and completion of special projects/events.

### Responsibilities

1. Provides administrative support for the Registrar/Student Services Office, and associated activities, to include clerical duties (data entry, filing, etc.), screening and handling telephone communications, greeting and assisting Roseman current and prospective students, and managing administrative inquiries as appropriate.
2. Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of topics.
3. Utilizes knowledge and understanding of underlying operational processes to assist in administrative problem-solving.
4. Organizes meetings and special events as requested; Provides administrative support and follow-up on matters arising from meetings attended by supervisor.
5. Establishes and maintains organized and efficient files and records for the office of the Registrar/Student Services; gathers, enters, and/or updates data to maintain records, files and databases, as appropriate. Responsible for the administration, security, confidentiality, and retention of office files.
6. Creates, composes, and edits technical and/or administrative correspondence and documentation; prepares a variety of technical, statistical, financial and narrative reports, letters, memos, social media updates and other written correspondence and materials.
7. Screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
8. Assists with preparation of presentations delivered by supervisor.
9. Attends various administrative meetings with the supervisor as requested.
10. Performs other job-related duties as assigned.

### Skills

1. Pleasant, courteous and professional customer service skills.
2. Working knowledge and experience using Microsoft Office software (specifically proficient in the use of Word, Excel and PowerPoint) - demonstrates a desire to learn new software as needed.
3. Demonstrates excellent written and oral communication skills.
4. Demonstrates excellent organizational skills with ability to manage multiple tasks simultaneously.
5. Maintains the highest level of confidentiality and professionalism at all times.
6. Demonstrates ability to work independently as well as in a collaborative fashion.
7. Timely in the completion of tasks.
8. Keyboarding/typing proficiency.

### Work Conditions

1. Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between the two campus buildings, off campus, or to Roseman campuses and facilities located outside South Jordan, Utah.
2. Standard office hours are 1:00pm-5:00pm (non-negotiable).
3. Performing duties and attending events during the evening and on the weekend occurs very occasionally and is required.

4. Traveling off-campus to other Roseman campuses or facilities (e.g. Henderson, Nevada) could occur and would be required.
5. Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

**Required Physical Abilities**

1. Ability to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
2. Manual and physical dexterity needed to operate a computer keyboard and handle paper documents,
3. Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
4. Adequate hearing and verbal abilities to communicate effectively in person and by telephone,
5. Ability to lift and carry a stack of forms and documents weighing up to 20 pounds.
6. Any additional area-specific requirements.

**Other Hiring Criteria**

**Required:**

1. High School Diploma or equivalent and minimum of two semesters of college-level coursework.
2. Two years of clerical/administrative experience.

**Preferred:**

1. Bachelor's degree.
2. Two years of clerical/administrative or student service experience in a Registrar or Student Services Office in a higher education setting.

*I have read the above position description and have received a copy.*

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Employee Signature

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Date