



# ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

## Registration Assistant I

Job Posting #0803-006

### **POSITION INFORMATION**

Office of the Registrar

Position Number 999913

Posting Date: March 17, 2008

### **SALARY**

\$19,988. Excellent benefits package. Click [here](#) for more information.

### **JOB SUMMARY**

Under general supervision, performs clerical and general office work of moderate difficulty in the Registrar's Office of the University.

### **TYPICAL DUTIES**

1. Greets students, parents, faculty, staff and other visitors in a professional, service-oriented manner.
2. Answers questions in person or on the phone concerning registration, transcripts, fee payment, drop/add or withdrawal procedures, class schedules, and related topics.
3. Provides directional information to visitors unfamiliar with the location of campus buildings and facilities; provides catalogs, class schedules and other materials, as requested.
4. Participates in the registration process.
5. Utilizes computer system or searches student records on microfilm/microfiche or imaging system to verify enrollment and/or degrees received; prepares enrollment verification letters as requested by insurance companies, employers, banks, financial aid personnel, and others; prepares letters of good standing, degree verifications, and related correspondence; enters data such as name, address, and degree/major changes, class schedules, and course grades.
6. Assists with the processing of transcript requests; checks computer to ensure records may be released to students; notifies students with tagged records that they must satisfy obligations before transcripts can be provided; notifies students of fees due if money not received with transcript requests; places holds on students' records if maximum number of free transcripts is exceeded; mails transcripts to location requested by students.
7. Prepares letter to students with excessive absences in remedial courses, advising them of program requirements and possible suspension actions.
8. Compiles future class schedules from departmental information.
9. Prepares and electronically submits students' status information to the National Student Clearinghouse.
10. Places holds on records for students suspended from the University; releases records when student obligations have been met.
11. Verifies receipt of grades from instructors and professors; ensures that grade rosters are signed by faculty.

### **KNOWLEDGE SKILLS AND ABILITIES**

- Knowledge of general office practices and procedures;
- Knowledge of basic registration procedures and requirements;
- Knowledge of the operation of computer keyboards and the use of word processing software;
- Ability to perform basic mathematical calculations;
- Ability to organize and complete tasks in an accurate and timely manner;
- Ability to coordinate multiple tasks with frequent interruptions or changing priorities;
- Ability to operate a variety of office equipment;
- Skilled in oral communication;

- Skilled in interpersonal relations.

**QUALIFICATIONS**

High school diploma or GED certificate. Some college education preferred. Two years of office clerical or equivalent experience required. Must be proficient in the use of computers.

**APPLICATION REQUIREMENTS**

- ASU Employment Application ([http://www.angelo.edu/forms/pdf/Staff\\_Application.pdf](http://www.angelo.edu/forms/pdf/Staff_Application.pdf))

**Mail to:** Office of Human Resources  
Angelo State University  
ASU Station #11009  
San Angelo, TX 76909

**Or fax to:** 325-942-2156

**APPLICATION DEADLINE**

Open until filled.

**UNIVERSITY PROFILE**

<http://www.angelo.edu/publications/employment/universityprofile.html>.

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