

**FEDERAL WORK STUDY JOB DESCRIPTION
COX COLLEGE
1423 N JEFFERSON
SPRINGFIELD MO 65802**

JOB TITLE: Registrar Office Assistant

DEPARTMENT: Department of Student

REPORTS TO: Registrar

RATE OF PAY: \$9.50/hour

LENGTH OF EMPLOYMENT

Student will need to apply for a position, be approved by Human Resources at CoxHealth and then will be allowed to start the work study program. The student will be allowed to work in the Federal Work Study program until their funds have been exhausted for the current fiscal year or until they resign or have been terminated for disciplinary reasons.

JOB SUMMARY/PURPOSE

Assists Registrar with daily duties as needed.

PRIMARY RESPONSIBILITY

- Assists in maintaining student files
- Assists with mass mailings
- Assists with department correspondence that is sent to students
- Assists with organizing storage room records
- Assists with entering prospects/applications into CAMS system
- Assists with graduation preparation
- And any other duties as needed

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Have knowledge of general office procedures
- Ability to communicate in a friendly manner with customers.
- Ability to be dependable, responsible, punctual, prepared, and organized.
- Cox College student eligible for work study monies.
- Maintain confidentiality.

See §675.18 Federal Work Study Regulations
Rev. 06/15/2009