



# ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3030

Fax 860.253.3029

Office of Financial Aid

**POSITION:** Registrar's Office Student Worker Intern  
Registrar's Office  
Part-Time (10 hours per week)

**ANTICIPATED STARTING DATE:** Spring 2020

**PURPOSE:** For a student to receive an opportunity to obtain knowledge of office practices in the Registrar's Office. To gain knowledge and insight on the art of collaboration and independent work. Develop enhanced soft skills. Develop and implement customer service techniques both in person and over the phone. To obtain and practice a variety of office skills which will apply in future career endeavors.

**MINIMUM QUALIFICATIONS:** Ability to learn filing, perform minimal typing, and to interact professionally and maintain confidentiality with peers, faculty and staff.

**RESPONSIBILITIES:** Under the direction of the Assistant Registrar this position will be responsible for filing within the office filing system, including organizing and maintaining all registration, forms, original applications, transcripts and other pertinent documentation related to student records (knowledge of alphabetizing and spelling a must). Answers phones, takes messages and directs calls to appropriate areas. Covers the office window, handles routine requests, collects documentation, maintains bulletin board, and directs visitors to appropriate areas. Prepares official transcripts for mailing. Photocopies all office forms and maintains office supplies. Other various office duties include, but not limited to, assists with purging records, typing, general photocopying, and shredding. Ability to operate basic office equipment. All duties are to be performed in a confidential capacity.

**MINIMUM SALARY:** \$11.00/hour

**TO APPLY:** Submit letter of interest, resume, and the names of three references to the Financial Aid Services Office.

**APPLICATION DEADLINE:** Please submit materials to the Financial Aid Office by until the position is filled.

## **ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.**

### **PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

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