Registrar's Office Assistant

The NAU Registrar is seeking a student employee with to assist with day to day tasks. A high level of confidentiality is required on all Registrar related tasks.

Job Title: Registrar's Office Assistant

Rate of Pay: $9.00 per hour   **Hours/week:** Spring - Up to 20 hours/week

Employment Period: Spring 2021

Duties and Responsibilities:
Office Support: Support Registrar with day to day office operations, answer emails, file, organize and other areas as assigned.

Support: Assists Registrar in scheduling and organizing class schedules, answer questions from current students as it involves registration.

Position requires some lifting and standing and walking while helping with files.

Minimum Job Requirements:
* Must meet student employee eligibility requirements located at (http://www.na.edu/ faculty-staff/human- resources/student-workers/student-employment-eligibility/).
* Must be a NAU student in good standing with the University and must have and maintain a minimum of a **3.0 NAU cumulative GPA.**

Knowledge and Skills Required:

* Must be extremely dependable, punctual, professional and able to maintain confidentiality regarding all office matters.
* Must have good communication skills.
* Attention to detail and be well organized.
* Works well in groups and independently.
* Willingness and ability to work an established schedule with punctuality being of high importance.
* Experience with Microsoft Office 2010, including Outlook, Word, and Excel.
* Demonstrated experience working with diverse populations.
* FERPA training will be required.

To Apply: Send a resume and cover letter to **registrar@na.edu.**

 All eligible applicants will be considered.