Title: Assistant to Registrar

Department: Financial Aid

Supervisor: Hiroko T. Harrison

Email: htezuka@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor

Rate of pay: $8.50 per hour

Location: D-103

Purpose
Provide administrative support to Office of the Registrar.

Essential Job Duties:

• Assist with search and research information through the Student Information System (Empower)
• Provide general administrative assistance to the Registrar as necessary
• Create, maintain or update files in Word or Excel as necessary

Minimum Education, Skills and Abilities:
• Ability to maintain strict confidentiality
• Strong organizational skills and attention to detail