



JOB DESCRIPTION

TITLE: Registrar's Office Student Worker
DEPARTMENT: Academic Affairs
REPORTS TO: Registrar/Assistant Registrar
STATUS: Part-time: five hours per week

MISSION STATEMENT: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

OUR CORE VALUES: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.*

POSITION SUMMARY:

Assist with creating and maintaining digital files

ESSENTIAL RESPONSIBILITIES:

- Scan forms and other paperwork
- Upload and categorize scanned paperwork to students' Document Tracking in CAMS
- Maintain confidentiality of records
- Other duties as assigned

QUALIFICATIONS:

- Ability to stand at copier to scan large amounts of paperwork
- Ability to learn and use Document Tracking module in CAMS



WORK ENVIRONMENT:

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

Employee Signature

Date