

## Sam Houston State University Human Resources

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### Staff Classification Description – Registrar Assistant I

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**Skill Category:** Clerical

**Position (Employee) Class:** 5N340 (N1); 5N343 (NB); 5N344 (NA)

**Grade:** 3

**Date:** 11/2014

**Department:** Registrar's Office

**Educational & Experience Requirements:** High school graduate or G.E.D. equivalent. Minimum of one year general office and clerical experience is required. Computer experience would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Provides specialized clerical work as a staff assistant in the Registrar's Office.

**Supervision Given & Received:** Works under immediate supervision.

**Primary Responsibilities:** Provides information regarding academic and general university policies and procedures as they relate to student records and registration. Specific duties may include but are not necessarily limited to: Assists at registration, prepares transcripts, and answers telephones. Assists students, former students, faculty, and staff with requests for information. Enters data via computer, images, and other clerical or general office tasks as assigned. Performs other related duties as assigned.

**Other Specifications:** General knowledge of office practices, equipment, and procedures. Position requires the ability to type. Good interpersonal skills including effective written and verbal communication skills.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**