



CALIFORNIA NORTHSTATE UNIVERSITY

POSITION TITLE: Staff Assistant (temporary)

REPORTS TO: Registrar

WORK SCHEDULE: 1.0 FTE, full-time, non-exempt, \$11.00/hr

CLOSING DATE: Open until filled

PRIMARY FUNCTION: Assist the Registrar in maintaining student registration and schedules; preparing transcripts, enrollment/degree verifications and manage the electronic records system. This is considered a temporary position with projected end date in April or May, depending on business needs.

ESSENTIAL FUNCTIONS:

- Assist the Registrar in maintaining all records procedures for full compliance with State, Federal, and college policies and procedures.
- Oversee the production, accuracy and timeliness of student transcripts and provide assistance as needed.
- Prepares transcripts and enrollment/degree verifications.
- Manage electronic records by scanning and placing in appropriate Registrar's folders and document tracking in Student Management System (CAMS).
- Maintain the Office of the Registrar media social accounts.
- Work in collaboration with all faculty, staff, and students.
- Other duties as assigned.

EDUCATION: Required: High School Diploma
Preferred: Associate's degrees

EXPERIENCE: Required: Knowledge of electronic records management, computer experience working with Microsoft Word and Excel; customer service experience. Some experience working in a college or university office.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of various computer software including the ability to learn new programs.
- Must be able to work in a multi-tasked high volume environment.
- Accuracy and attention to detail.
- Ability to interact effectively with students and the public.
- Commitment to professional integrity, including knowledge of and commitment to upholding federal confidentiality guidelines regarding confidentiality of student academic information.

CONTACTS: Students, parents, alumni, general public, faculty, staff.

PHYSICAL DEMANDS: Work at computer for extended periods of time.



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WORKING ENVIRONMENT:

Office environment. Work assigned schedule with occasional varied lunch hours.

Applications will be reviewed upon receipt. For full consideration, candidates should provide a resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until position is filled. California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: e-mail: hr@cnsu.edu and/or telephone: (916) 686-7400.