



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Registrar's Office File Clerk

Rate of Pay: \$7.95

Begin Date: 08/22/2011

End Date: 05/11/2012

Work Site: Registrar's Office, Bldg. 104, Neal Campus Kingman

Supervisor's Name: John Wilson

Specific duties performed on a regular basis:

1. Filing confidential papers and files.
2. Pulling files.
- 3.
- 4.
- 5.

Skills/Qualifications needed:

1. Alphabetizing.
2. General office skills.
- 3.
- 4.
- 5.

Things your supervisor would like a student employee to understand about working in this department:

Low stress. Bending and standing are a big part of this job.