

**Holy Cross College**  
**Student Employment**  
**Fall 2019**

**Title:**        **Assistant to Registrar**

**Department:** Financial Aid

**Supervisor:** Hiroko T. Harrison

**Email:**        [htezuka@hcc-nd.edu](mailto: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

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**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