

United States Jobs Expertini®

University Registrar Office Assistant - \$22/hr

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Company: Professional Staffing Group

Location: Boston

Category: other-general

University Registrar Office Assistant - \$22/hr

What's In It For You:

Pay rate of \$22 per hour

Cool and exciting work environment

Empowering and supportive management

A healthcare university that values work-life balance

Strong opportunity for professional and career development

About the Opportunity:

Our client located just outside of Boston, MA, is a private university focused on medical and health-related science programs.

They have been educating future healthcare leaders with a singular focus: to provide an innovative, inter-professional collaborative education that better prepares students for healthcare and a broad portfolio of undergraduate and graduate healthcare programs.

This healthcare university is searching for a University Registrar Office Assistant that could handle and assist with data cleanup projects related to the launch of their new student information system.

University Registrar Office Assistant **Responsibilities:**

Detailed updates to student records including registration, hiatus, and LOA return processing

Integrating office-wide procedural documentation including proofreading and ensuring individual procedures meet specific style/formatting guidelines

Other administrative services, including transcript and enrollment verification processing, written and oral customer service assistance via phone, email, and face-to-face interactions

University Registrar Office Assistant **Qualifications:**

4-year Bachelor's Degree is required

Any experience in a university setting is a required

High level of accuracy with strong attention to detail

Excellent organizational and communication skills

Visit our website to learn more about our openings!

There are no costs for candidates utilizing our services as our clients pay for all related hiring fees. All ProPivotal job postings are either actual positions we had available at the time of posting and/or are representative of positions we typically fill or expect to fill. If you see a job that interests you, respond to the ad or give us a call so that we can help you find a job you'll love. As one of the area's largest staffing firms, we help 2,500 people find jobs a year so chances are good that we can help you too.

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