

STUDENT SERVICES ASSISTANT IV

ROLE

Program Assistant IV. See Program Assistant IV (00406) for more information about this class.

NATURE OF WORK

Student Services Assistants coordinate processes and procedures and resolve problems related to student services functions such as admissions, registration, records management, student aid, placement and/or scheduling. Employees serve as central sources of information to explain and gather program information and to coordinate the completion of processes and activities. Work involves responsibility for records, reports and files management.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.