### Position Description

| 1. Division: | Student Affairs |
| 2. Transaction Type: | (__) Establishment  (X) Update  (__) Reclassification  (__) Transfer |
| 3. Position Number: | 20161 |
| 4. School/College | Florida A&M University |
| 5. Department Number: | 00407000 |
| 6. Budget Entity: | |
| 7. Effective Date: | (Personnel Use Only) |
| 8. Department: | University Registrar |
| 9. FTE: | 1.00 |
| 10. Pay Plan: | |
| 11. On-Call: | |
| 12. Lead Worker: | |
| 13. Subsection: | |
| 14. Class Code: | 4206 |
| 15. City: | Tallahassee |
| 16. County: | Leon |
| 17. Class Title: | Program Assistant |

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify *Essential/Marginal* functions. *Essential Functions* are those tasks or functions that are fundamental to the position. *Marginal Functions* are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of the time.

### Essential Functions

The incumbent is responsible for assisting the administrative assistant in performing duties for the Registrar’s Office as they relate to answering the phones, distributing mail and greeting visitors.

- **20%** Assists in interpreting and explaining policies and procedures to faculty, staff, parents, and students as they relate to registration, student records, student fees, holds, etc.

- **10%** Reviews and distributes of all incoming mail and faxes to appropriate staff members.

- **20%** Maintains and organizes the log for fax machine.

- **10%** Records and logs incoming check(s) for tuition and scholarships, and transmits to the appropriate office.

- **20%** Insures that all incoming transcript requests are opened; the appropriate fee is enclosed and distributed to the appropriate staff.

- **10%** Assists with the processing of requests for official transcript and enrollment verification.

- **5%** Supervises and trains student assistants assigned to area.

### Marginal Functions

- **5%** Performs other duties required or deemed appropriate to the functions of the office.
19. **Subordinates:** List class codes, official class titles, and position numbers for each position that reports directly to this position.

20. **Supervisor’s Position Number:** 17571  Class Code: 9433  Class Title: University Registrar

21. **Working Hours:** a) Daily from 8 a.m. to 5 p.m.  b) Total hours per week 40

   c) Explain any variations in workweek, split shifts, on-call status, or rotations.

   May be required to work evenings and weekends

22. **Knowledge, Skills, and Abilities:** List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

   (A) Knowledge of administrative and supervisory principles and practices.
   (B) Knowledge of office procedures and practices.
   (C) Knowledge of the principles and techniques of effective verbal and written communication.
   (D) Skills in operating equipment
   (E) Ability to establish and maintain effective working relationships with others.
   (F) Ability to communicate effectively verbally and in writing.
   (G) Ability to work independently.
   (H) Ability to make decisions in a timely manner.

   Personal Computer – 75%, Fax Machine – 5%, Copier – 10%, Typewriter – 10%

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:** Please review statements below check all that apply.

   __This position requires a background check and/or fingerprinting, Florida Statutes.
   __This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
   __This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   __This position requires licensure, certification or other special requirements described below.

24. **Signatures:** I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

   Name of Incumbent (Print) ______________________________ Signature ______________________________ Date ______________________________

   Name of Immediate Supervisor (Print) ______________________________ Signature ______________________________ Date ______________________________

   Name of Reviewing Authority (Print) ______________________________ Signature ______________________________ Date ______________________________
   (Vice President, Dean, Director, Department Head or other administrative Officer)

25. **University Personnel Relations Office Review:**

   Assistant Vice President, Human Resources ______________________________ Date ______________________________