



College of Engineering

Student Development Center

University of Iowa

3612 Seamans Center

Iowa City, Iowa 52242-0000

319-335-5763

Engineering-SDC@uiowa.edu

Position Description – Assistant to the Registrar

PURPOSE:

The Collegiate Registrar for the College of Engineering assist and helps manage curriculum, degree audits, course offerings, and graduation. This role provides administrative assistance to the to the Collegiate Registrar for the College of Engineering and assist with review or creation of documentation for accreditation evaluation.

DUTIES AND RESPONSIBILITIES:

- Adhere to the Federal Education Rights and Privacy Act (FERPA) with an emphasis on student's privacy.
- Review, scan, and upload documentation to College of Engineering student's profiles.
- Download workflow forms and upload them to student's academic files.
- Check and audit records to ensure that proper documentation was uploaded to student's account.
- Create documentation or review student accounts to prepare for accreditation review.
- Provide front desk coverage in the event of the Administrative Services Coordinator's absence.
- Provide and receive training from other student employees
- Create electronic or physical advertisements or documentation for events, workshops, or services provided by the Engineering Student Success team (eSST).
- Cultivate a welcoming and inclusive environment that strives to be approachable to all
- Provide the perspective of a university student to staff to assist them in planning, creating, or designing an student event, workshop, or service.
- Collaborate with professional staff, faculty, and student employees on special projects as assigned.
- Assist with events or activities hosted by the College of Engineering (schedule permitting)
- Complete other projects and tasks as assigned.

REQUIRED QUALIFICATIONS:

- Be enrolled at the University of Iowa by the Fall 2023
- Maintain a UI GPA of 2.0 or higher.
- Display excellent interpersonal, public speaking, and written communication skills.
- Detail orientated individual who has the ability to work autonomously with minimal supervision.

PREFERRED QUALIFICATIONS:

- Prior experience working in an office environment or working for the University of Iowa in a student position.
- Demonstrate an ability to understand a process and how your role plays into the overall process.

SALARY: \$12.00/hour

EMPLOYMENT PERIOD: August 2023 - May 2024

WORK HOURS:

- Work approximately 8-12 hours per week, primarily during business hours.
- Attend mandatory staff training, weekly staff meetings, and individual one-on-one meetings as needed.

The College of Engineering is committed to building a welcoming and inclusive community of learning and scholarship with the support systems for all persons to thrive. We recognize that diversity enriches the educational experience when everyone has the opportunity to excel and have their contributions respected and valued. We strongly encourage engineering students from diverse backgrounds to apply for this position, including students of all races, national origins, colors, creeds, religions, sexes, ages, abilities, veteran status, sexual orientations, gender identities, and all other representations of diversity.