



## University of Maryland

### Office of the Registrar

**Position Title:** Office Supervisor I (102468)

**Category:** Non-exempt, Regular Full-time

#### **Responsibilities:**

This position's primary purpose is supervising the activities of the phone room. In addition to answering and directing telephone calls, this position provides a high level of customer service by using independent judgment to respond to and direct request from students, faculty and other external customers. Requests include: transcripts, enrollment verification, archives, change of name, change of SSN/SID, and change of address. This position also functions as support to the Office of the Registrar by training other staff members and providing programming assistance where necessary, including but not limited to prepping, scanning, and indexing registrar documents, responding to email and written inquiries in a timely fashion, assisting with registration and records issues, supervising part time student staff, and providing coverage at the front counter as required.

#### **Qualifications:**

High School Diploma or GED AND Three years progressively responsible clerical work.

**Posting Date:** 02/26/2018

**Closing Date:** 03/12/2018

**Hiring Range Minimum:** \$31,867

**Hiring Range Maximum:** \$38,240

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions. Applicants must have proof of legal authority to work in the United States.

To apply visit <https://ejobs.umd.edu/postings/58148>