

**Rowan-Virtua School of Osteopathic Medicine**  
**Job Description**

**Job Title:** Clerical - Registrar  
**Facility:** School of Osteopathic Medicine  
**Department:** Registrar (V0503)  
**Facility:** RowanSOM  
**Reports To:** Registrar

**SUMMARY:** Performs clerical duties to support the Office of the Registrar at the School of Osteopathic Medicine. Performs duties in support of the University's and the school's mission and in accordance with all applicable policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Files alumni and student academic records.
2. Scans/copies/faxes documents.
3. Enters data via computer.
4. Uses Microsoft Office suite.
5. Participate in training for task responsibilities.
6. Other clerical support duties as needs arise
7. Supports and adheres to University policies regarding FERPA and HIPAA.

**MINIMUM QUALIFICATIONS:**

Current Rowan SOM or TBES student eligible for Federal Work Study and in good academic standing. Able to perform each essential duty satisfactorily. Available 10 hours a week.

**PHYSICAL DEMANDS:**

Position requires opening, reaching in, and closing heavy file cabinet drawers.

If interested in applying for this position, please email: Regina Wilmes at [wilmesrr@rowan.edu](mailto:wilmesrr@rowan.edu). Use subject format: Last Name: Work Study Candidate Exm: Smith - Work Study Candidate