



UNIVERSITY
of ALASKA
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Position Job Duties

Req# 530689_Receptionist and Administrative Assistant

50% Student Support:

Assist students with registration, course availability, deadlines, and fee payment.
Provide guidance on UAOnline, graduation admissions, financial aid, and scholarships.
Help retrieve unofficial transcripts from UAOnline.
Participate in regional teleconferences and videoconferences.
Advise on financial aid sources and coordinate with funding agencies.
Recommend CC tuition waivers.
Assist with informing students about outstanding balances and hold resolutions.
Process course, enrollment, and academic history requests.
Collaborate on dual enrollment for high school students.
Serve as Tech Prep/Dual Credit Coordinator.
Manage class rosters and ensure timely submission of registrations and grades.
Work with NWABSD on student funding and billing.
Assist with parent/guardian agreements and dual enrollment forms.

50% Administrative Coordination:

Maintain classroom assignments and provide enrollment reports.
Coordinate and proctor placement tests.
Organize graduation activities and represent CC/UAF at career fairs.
Conduct student presentations and campus tours for visitors.
Manage building key assignments and assist the public
Responsible for the purchasing process for Chukchi Campus. Manage office supplies and make orders as needed.
Responsible for classroom rental agreements or liability contracts.
Create a communication plan for regional visits or other special events.



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Position Job Duties

Assist the director in being a community liaison. Coordinate Advisory Council meetings, and help with Minutes, resolutions, and membership.

Provide orientation for Chukchi Campus participants; create and send resources for participants; and any administrative tasks or duties from the campus director.

Assist the general public, answer phones

Assist Chukchi advisor to coordinate and proctor placement tests