Title: Registration Technician

Pay Scale Group: 53

Essential Function

Under general supervision from a designated supervisor, assist students/patients with registering for classes, admission process, etc., and processing registration forms.

Characteristic Duties

1. Responsible for all activities in the reception area (e.g., blood donor center/mobile operations or classroom), including greeting, computer data entry and processing telephone calls.

2. Assist with opening and setting up activities of the registration area.

3. Receive and direct telephone calls, relaying messages accurately and in a timely manner.

4. Responsible for all activities related to registration and computer data entry.

5. Provide appropriate information to help clarify needs of student/patient and summarize this information to insure understanding.

6. Perform related duties based on departmental need.

Unusual Working Conditions

- Must be able to work varying hours including weekends and rotating holiday. Exposure to bio-hazardous products and body fluids.

Minimum Qualifications

- High school/GED diploma required; six months customer service experience; must be able to pass a qualifying examination to demonstrate typing efficiency. Some positions may require the ability to lift up to 20 pounds and be able to demonstrate a full range of motion for bending, stooping and lifting.

Last updated: February 2001