



## **JOB DESCRIPTION**

**JOB TITLE:** Admissions Clerk

**REPORTS TO:** Registrar

**CLASSIFICATION:** Clerical II

**STATUS:** 50%, non-exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position

**JOB OVERVIEW:** Under the general direction of the Registrar, the Admissions Clerk will support project staff.

**DUTIES AND RESPONSIBILITIES:**

- Assist Registrar and admissions staff with filing, phone calls, and student admission
- Prepare reports for Registrar and Admissions
- Monitor and maintain admissions documents

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**EDUCATION/ EXPERIENCE REQUIRED:**

- Associate Degree and demonstrated proficiency with standard office software (Word, Excel, PowerPoint, databases) and demonstrated mastery of written and verbal communications skills.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent interpersonal, verbal, and written communication skills
- Demonstrated willingness and ability to act ethically and socially responsible
- Must be able to work at the location that best serves the institutional needs of Connors State College
- Demonstrated ability to work collaboratively as a member of a team
- Ability to handle multiple tasks with attention to detail
- Must be a self-starter, able to prioritize tasks to meet multiple deadlines

*Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.*

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_