



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:** _____



JOB DESCRIPTION

JOB TITLE: Title III Administrative Assistant

REPORTS TO: Title III Program Director

CLASSIFICATION: Clerical I

STATUS: 50%, non-exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: Under the general direction of the Title III Program Director, the Administrative Assistant will support project staff.

DUTIES AND RESPONSIBILITIES:

- Assist Project Director with program data analysis
- Prepare monthly grant agenda and type meeting minutes
- Monitor and maintain grant documents
- Assist Project Director as needed

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); knowledge of budgetary/purchasing processes within a higher education setting; 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
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