

Job Title:	Administrative Clerk, Senior	Grade:	F
Department:	Corporate & Continuing Education (Levine Campus)	FLSA:	Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of receptionist/information desk coverage and standard clerical and administrative tasks which may include, but are not necessarily limited to, responding to inquiries and requests, reviewing documents, resolving discrepancies, gathering information, entering information into computer system, typing and filing in support of Corporate and Continuing Education daily operations.

Characteristic Duties and Responsibilities:

1. Welcomes and gives directions to visitors to the campus.
2. Prints student schedules; maintains and distributes class schedules.
3. Administers placement testing.
4. Distributes course packets with rosters and course materials.
5. Provides telephone coverage for the Levine Campus and collects statistics.
6. Administers testing for Virtual Campus.
7. Prepares administrative reports.
8. Assists with special events including but not limited to Town Meetings, Open Houses, Job Fairs, and College Recruiters.
9. Posts class changes, notices and general information.
10. Creates forms, templates, flyers and notices.
11. Assists counseling staff with student files and appointments.
12. Organizes and maintains faculty mailboxes.
13. Assists students with information relating to CLEP Test.
14. Distributes brochures and publicizes events, classes and services.
15. Acts as the communication hub for Levine Campus including campus-wide announcement.

Reporting Relationships:

Direction Received: Reports to Director, Associate Dean, or Registration Coordinator.

Direction Given: Responsible for directing and monitoring the work of student and/or temporary workers.

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Minimum Requirements:

Requires a high school diploma or GED and one year of office work experience, flexibility to work evening and weekend work hours

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of standard office procedures and equipment.

Knowledge of computer and office applications.

Ability to work well with individuals with diverse backgrounds.

Working Conditions:

Frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone; frequently walking inside building and traveling between buildings on campus; infrequently lifting and carrying items up to 10 lbs.; infrequently bending or twisting at the waist and reaching overhead