



## Job Description

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<b>Job Title:</b>	Graduation Clerk	<b>Grade:</b>	F
<b>Department:</b>	Graduation	<b>FLSA:</b>	Non - Exempt

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*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:**

The Graduation Clerk serves to support the Graduation Office through clerical tasks and data entry pertinent to the daily operations of the department. This position serves to greet students and visitors, assess their needs, and answer questions and provide assistance regarding the graduation process.

### **Characteristic Duties and Responsibilities:**

1. Greets students and other visitors, assess their initial needs, and assist with questions regarding the graduation process.
2. Schedules student appointments, as needed.
3. Provides telephone support to the department.
4. Sorts and distributes mail.
5. Prepares graduation applications for processing.
6. Assists with document imaging and data entry.
7. Performs a variety of office tasks which may include typing, preparing labels, packaging degrees, monitoring office supplies, and filing.
8. Provides support for the coordination of the College's graduation ceremonies.
9. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Graduation Coordinator

**Direction Given:** No authority or responsibility given for the direction of others

### **Minimum Requirements:**

A high school diploma or GED. Six month of administrative work experience.



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### **Knowledge, Skills, Abilities and Worker Characteristics:**

Proficiency with Microsoft office skills, including Microsoft Word and Excel

Ability to establish and maintain effective working relationships with those contacted in the course of work, including students, faculty, program chairs, division directors and deans

Ability to communicate effectively

Ability to work well with individuals with diverse backgrounds.

### **Working Conditions:**

Typical office environment