

University of Houston – Clear Lake

Position Description

Job Title: **Administrative Clerk**

Job Code: **5310**

Pay Grade: **070**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Three years of clerical experience. Good communication, interpersonal and organizational skills. Proficient in use of personal computer.	Experience in using a complex database, spreadsheets, desktop publishing, and word processing are preferred.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Assist students in the establishment of a career file/resume in Resume Management Database. Handle in-person and phone inquiries regarding career files. Copy and mail credentials at student and employer requests and create referrals. Receive money, write receipts, and process transcript requests. Use Resume Management Database. Track use of services. Train student assistant. Assist with co-op files and paper work and other duties as assigned

Duties and responsibilities	% Time
Assist students in the establishment of a career file. Provide paperwork and answer numerous questions regarding the creation of resume in database. Receive money and write receipts. Track usage of student service for reporting purposes.	25
Use database of student demographic information, resumes and paper files. Monitor the web registration process while accepting/rejecting student resumes in web migration. Update career file packets and orientation handouts.	25
Copy and mail/fax student credentials to employers at student or employer request. Generate resumes for resume exchange process by using database query system. Help recruiting coordinator assemble student credentials for on-campus interviewing.	25
Assist career staff with files, paper work, and events.	15
Assist in the training of a part time student worker to assist in coverage of resume desk hours.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.