

University of Houston – Clear Lake

Position Description

Job Title: **Office Clerk II - Admissions**

Job Code: **5319**

Pay Grade: **080**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

| | REQUIRED | PREFERRED |
|-----------------------|---|---|
| Education | High school diploma or GED. | |
| Experience | One year experience as an Office Assistant/Clerk/Secretary including data entry responsibilities; one year computer experience. | One year cash handling experience; PeopleSoft experience. |
| License/Certification | | |

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

POSITION SUMMARY

Provides support to the Admissions Processing area by making folders, filing, maintaining student files, scanning, copying, verifying data in People Soft, sorting and processing mail, logging application fees and making deposits and preparing files to be sent to the academic schools for domestic and international students.

| Duties and responsibilities | % Time |
|--|--------|
| Verify students admit type. Enter identification information and verify acceptability of admission related documents. Scans and electronically catalogs all admission documents received by the office. Verifies Hershey's transcript, degrees earned and transfer credit data downloaded correctly into the PeopleSoft system. Respond to requests from the academic schools for scanning files of former students. | 60 |
| Files and maintains admission files. Update folders to reflect name changes sent by the Office of Academic Records. Collects and affixes various labels to specific files. Copy applicant files to send to academic schools as needed. Prepare electronic financial deposits in People soft of domestic and international application fees paid by check or money order and forward using proper procedure. Deliver approved deposits to the Cashier's Office for further verification. Perform inventory on supplies needed for the scanning area and submit to Associate Director of Admissions Processing for approval. | 30 |
| Train and assist approved campus staff in accessing electronic transcripts and documents from scanning systems. Provide support and execute problem solving in retrieving information from the scanning systems. Other duties as assigned. | 10 |

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