

# University of Houston – Clear Lake

## Position Description

Job Title: **Office Clerk - Admissions**

Job Code: **5311**

Pay Grade: **040**

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. People Soft experience.
License/Certification		

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

### POSITION SUMMARY

**Provides general office 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
Verifies students admit type and Empl. ID on all incoming documents for domestic and international students. Scan and electronically catalog all documents received by the office; copy applicant files and evaluations to send to academic schools.	50
Files and maintains admissions files; update folders to reflect name changes sent by the Record's Office; collects and affixes various labels to specific files.	35
Sorts mail and distributes to domestic and international evaluators. Processes checks to include copying, scanning, entering into excel spreadsheet and depositing at the Cashier's office. Perform inventory on certain items and submit for ordering. Other duties as assigned.	15

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