

LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation NEHU

Date Issued: September 22, 2011

Department: Admissions

Title: Special Clerk III

Level: VIII

FUNCTION

To provide the necessary clerical and organizational skills and personal assistance to the Department Head in implementation of policies specific to the function of the department.

SOURCE OF SUPERVISION

Director of Admissions

DIRECTION EXERCISED

Directs, coordinates, schedules and trains student helpers assigned to the department and coordinates the work of employees in lower classification levels.

DUTIES AND RESPONSIBILITIES

Process applications using Banner. This includes processing transcripts, test scores, and all other documents required for determining admission. Process transfer credit evaluations for admitted transfer students. Process and input data for prospective students and assist with all recruitment related correspondence.

Type correspondence, reports and related documents; handle, distribute and dispatch mail; answer phone; monitor department email and work requests; order and inventory office supplies; maintain files and special records; operate business machines and equipment related to departmental operations. Obtain and disperse information for the department; read, route and initiate responses to correspondence; organize and maintain departmental files; compile data and assist in preparation and editing of reports for outside agencies or institutional use as required; audit and verify data received and/or requested; prepare and maintain security of confidential reports and records; prepare and disseminate promotional material; supervise cash transactions and perform accounting functions in relation to departmental activities.

Assist with planning, organizing, scheduling, arranging and promoting departmental activities and special events, and coordinating plans with other departments and outside agencies; coordinate and supervise various operations related to the specialized functions of the department and the support staff involved.

Provide personal assistance to the supervisor and other staff in obtaining, assembling and organizing materials, facilities and equipment for completion of responsibilities; screen, interview and advise visitors; schedule appointments, act as contact person for the department

Perform related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of office procedures; ability to operate electronic office equipment and business machines; knowledge of management principles and ability to make decisions and assume responsibility; ability to utilize software programs; ability to

perform arithmetic calculations; accurate speller and good knowledge of grammar; knowledge of the technical field required, or five years of experience in higher level clerical position

Preferred Qualifications: Excellent computer skills required. Familiarity with the software system Banner highly preferred. Proficiency in use of Microsoft Word, Excel, and Access strongly recommended. Successful candidate will demonstrate an ability to work in fast paced, busy environment while maintaining excellent customer service skills. Organizational skills with a high degree of efficiency and accuracy are also required. Minimum of two years experience in office work or equivalent formal training required.

PHYSICAL AND MENTAL DEMANDS

Adequate physical fitness to be able to sit and concentrate for long periods of time; use of fine motor skills to operate computers; problem solving ability; ability to understand and work with numbers; ability to see, hear, and speak with or without the use of aids to perform normal office tasks. Ability to multi-task duties. Must have the ability to work well on his/her own; ability to be trustworthy and maintain confidentiality; ability to read and follow written and oral directions, and to plan and work well independently or in large groups.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____ Date: _____
Signature