



**Position Title:** Part-Time Clerk – Campus President's Office

**Job Code:** 8300

**Reports To:** Assistant to the Campus President

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

This Part-Time Clerk position involves daily contact with the public. This position performs clerical and administrative support duties for the President's Office.

**Duties & Responsibilities:**

- Performs ongoing processing of documents and accurate data entry
- Assists other staff members with activities and events attended by the College President, Executive Committee, Campus President and other local, national and international dignitaries
- Provides support during weekly cabinet meetings and other College/Campus meetings as needed
- Processes incoming and outgoing mail
- Receives, screens and refers calls and visitors appropriately
- Sends and distributes faxes as directed
- Provides general information and guidance as requested
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- High School diploma
- Proficiency in Microsoft Word and Excel
- Experience in clerical work
- Must be able to communicate effectively
- Must possess a professional attitude
- Must be able to work with accuracy and efficiency
- Must be motivated and organized
- Must be customer service oriented

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name