



Position Title: Part-time Clerk (ESL & Foreign Languages)

Job Code: 8300

Reports To: Staff Associate Senior

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Clerk performs basic clerical and administrative support duties.

Duties & Responsibilities:

- Recommends language courses and registers students.
- Facilitates the enrollment process.
- Assists students with interpreting placement testing results and course selection process.
- Organizes and conducts orientation sessions for new students.
- Refers students to appropriate departments for additional assistance as needed.
- Conducts follow-up activities such as classroom visits to provide early registration assistance and general advisement in order to increase student success and retention.
- Compiles attendance and enrollment data.
- Works closely with the Staff Associate Sr. to offer guidance to students as needed.
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School diploma and a minimum of six (6) months of clerical experience.
- Proficient in Microsoft Office
- Experience in clerical work
- Must be able to communicate effectively

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name