



**Position Title:** Part-Time Clerk - S.A.V.E. Grant

**Job Code:** 8300

**Reports To:** Grant Manager

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Clerk assists in the daily clerical operations and maintenance of the Student Access Via Exchange (S.A.V.E.) Grant.

**Duties & Responsibilities:**

- Files, answers phones, sorts incoming mail and delivers outgoing mail
- Types correspondence and reports for the Department
- Maintains files and documents for the program
- Assists with coordination of special events for the program.
- Assists in the maintenance of textbook inventory and operations of the S.A.V.E. Grant.
- Assists in the updates of the program's website and promotional material
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- High School diploma required
- Experience in clerical work
- Knowledge and proficiency in Microsoft Office
- Possess excellent organizational skills
- Ability to communicate effectively

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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