



Position Title: Part-Time Smart Card Support Clerk

Job Code: 8300

Reports To: Director, Student Life

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Smart Card Support Clerk provides advanced clerical and general office support for the Student Life department.

Duties & Responsibilities:

- Answers phones and takes accurate messages
- Routes calls and answer questions
- Handles walk-in traffic
- Issues student ID cards and parking decals
- Maintains equipment, replenishes ID materials, and keeps accurate inventory records
- Provides information on Student Life activities
- Supports in the planning and execution of Student Life events as needed
- Composes, types, and proofread correspondence
- Designs and creates documents such as flyers, brochures, and calendars
- Provides clerical support for various events, including completion of work orders, agreement for services, and occasionally arrange catering services for events
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Minimum of a high school diploma required
- Proficiency in Microsoft Office
- Must possess excellent verbal and written communication skills
- Must have good interpersonal skills

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name