

**TITLE:** Enrollment Management Clerk

**DEPARTMENT/DIVISION:** Enrollment Management

**REPORTS TO:** Director of Enrollment Management

**CLASSIFICATION:** Classified

**SALARY RANGE:** \$30,000 - \$31,000, based on education and experience

## **POSITION SUMMARY**

The Enrollment Management Clerk works under the direction of the Director of Enrollment Management. Responsibilities include a variety of duties associated with assisting students, parents and staff. This position will give students and parents assistance with admissions applications, advising appointments, completing financial aid applications and other enrollment related functions. Additionally, filling in during lunch hours or absences of other employees will be expected. This position works on campus.

## **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Assists students, parents and staff with financial aid functions:
  - Provides information and assistance to students regarding financial aid program requirements and procedures, and answer general financial aid questions.
  - Assists with completion of applications and provides direction in further handling of applications and related forms.
  - Provides students with scholarship information and assists in the completion of required forms and processes.
  - Assists students with information and methods necessary in special circumstances.
  - Determines eligibility status, reviews financial aid data, and inputs data into student information computer system.
  - Advises students of issues that may need to be resolved in order to receive, continue or reinstate eligibility.
- Receives, reviews and responds to phone calls and correspondence, including departmental email and voice mail messages.
- Coordinates the flow of student traffic in financial aid, testing, and enrollment offices.
- Maintains office supplies and monitors the proper functioning of equipment.
- Performs data entry, scanning, copying, filing and bulk mail preparation.
- Participates in special projects on an as-needed basis.
- Demonstrates confidentiality, integrity and ethical behavior in working with enrollment and financial aid related information.
- Interprets, applies and complies with federal, state and institutional regulations governing student enrollment and financial aid; maintains current working knowledge of guidelines/regulations related to enrollment and financial aid.

- Provides exemplary customer service.
- Other duties as assigned by supervisor.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Generates reports as needed.
- Participates in meetings and events as assigned.
- Performs other functions as necessary or as assigned.
- Serves as a backup for the Testing Center Coordinator.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

**Knowledge:** High school diploma or equivalent required; Associate degree preferred; minimum of one year of clerical or related experience preferred; prior financial aid experience preferred; knowledge of and experience with routine office procedures and equipment; computer literacy, including proficiency with word processing and spreadsheet applications highly desired.

**Skills:** Excellent organizational skills; accurate and detail orientated with ability to prioritize information in a timely manner; solid communication skills (written, oral and active listening); strong interpersonal skills; ability to work effectively in team situations.

**Abilities:** Performs all of the duties of the position efficiently and effectively; understands and accurately interprets federal, state and institutional guidelines; ability to perform basic clerical duties and to effectively communicate with students, faculty and outside entities; ability to work with a diverse population, shows understanding and exercise patience; demonstrated computational ability; ability to work on several tasks at a time; ability to respond effectively in a variety of situations.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by August 5, 2024 are assured of receiving full consideration.. Salary is \$30,000 - \$31,000, based on education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, long-term disability, group health and dental insurance, and life insurance equivalent to two times the annual contract salary. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply please send cover letter, resume, copies of all academic transcripts, and three current names and phone numbers of professional references to:

**Seminole State College**  
**ATTN: Human Resources**  
**P.O. Box 351**  
**Seminole, OK 74818**

*SSC is an EEO employer committed to multicultural diversity.  
SSC participates in E-verify.*

*Posted July 23, 2024*