



## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>CLERK II</b>
<b>TYPE OF VACANCY</b>	<b>STAFF</b>
<b>REPORTS TO</b>	<b>SUPERVISOR, RECRUITMENT &amp; ADMISSIONS</b>
<b>DEPARTMENT</b>	<b>OFFICE OF RECRUITMENT &amp; ADMISSIONS</b>
<b>SUMMARY:</b> Clerk II works in the Office of Recruitment and Admissions with responsibility for processing undergraduate admission applications.	
<b>DUTIES AND RESPONSIBILITIES:</b> The position of Clerk II is required to perform a variety of tasks including but not limited to the following: <ul style="list-style-type: none"><li>➤ Review online applications in CRM System for processing to Banner System;</li><li>➤ Data Entry - Enter and update information from CRM system (hardcopy applications/documents into the computer systems (CRM and BANNER) in a timely and accurate manner;</li><li>➤ Data Checks - Verify data entered for deficiencies, omissions or errors and make necessary corrections;</li><li>➤ Process online applications in a timely manner, following the proper workflow and guidelines from the CRM system to Banner system with accuracy;</li><li>➤ Send timely responses to applicants on the status of their application (inclusive of applicants' queries);</li><li>➤ Send Placement Examination letters to qualified applicants;</li><li>➤ Obtain further information to complete online file for CRM &amp; Banner records, (liaise with and follow-up with staff within the department, as well as, with applicants to collect outstanding information);</li><li>➤ Scan and upload applicants' relevant documents to the CRM &amp; Banner systems;</li><li>➤ Ensure transfer of credit requests are submitted for applicants (including transcripts and course outlines);</li><li>➤ Filing - Store completed documents in designated cabinets/locations for quick and easy retrieval, recycling and shredding of inactive files;</li><li>➤ Assist with I.D. Card processing;</li><li>➤ Generate reports on an as needed basis (i.e. spreadsheet(s) for applicants processed, annual report, etc.);</li></ul>	

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### KNOWLEDGE, SKILLS & ABILITIES:

- Efficient work management skills including planning, organizing and prioritizing workload;
- Effective Communication skills (oral and written included and the ability to listen and follow instructions correctly;
- Be able to work independently with minimal supervision;
- Ability to work under pressure and maintain performance and work standards under stress;
- Confidentiality – maintain applicants' confidence and protect operations;
- Attention to detail and accuracy, including closely monitoring all aspects of the job and continually checking processes and tasks;
- Experience with MS Office Excel and Word programmes;
- Ability to multitask;
- Team player (contribute to team effort by accomplishing related results as needed, this could include working overtime when required).

### QUALIFICATIONS:

- Office Assistant's Certificate, OR approved equivalent as for CSS-1, AND five (5) years relevant work experience.

### Requested Information:

**Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:**

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written professional references

<https://ubhrapply.info/PeopleFirst>

**Incomplete application packages will not be considered**

<b>Salary Grade</b>	<b>CSS-2</b>
<b>Date Published</b>	<b>December 13, 2023</b>
<b>Application End Date</b>	<b>December 27, 2023 or until filled</b>
<b>Date to be Removed</b>	<b>December 28, 2023</b>
<i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Clerk II.</i>	