



POSITION ANNOUNCEMENT

JOB TITLE	CLERK II (INQUIRY UNIT)
TYPE OF VACANCY	STAFF
REPORTS TO:	ASSISTANT DIRECTOR OF RECRUITMENT & ADMISSIONS
DEPARTMENT	OFFICE OF RECRUITMENT & ADMISSIONS
<p>SUMMARY: The Recruitment & Admissions Clerk II, works in the Inquiry Unit with responsibility for ensuring that perspective students are provided with sufficient information regarding the application process, transfer credits, various deadlines, provide assistance with the general processing of documentation and applications in the Office of Recruitment & Admissions.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Clerk II (Inquiry Unit) is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none">• Provide high quality customer service to prospective students and others visiting, calling, or emailing the Office of Recruitment & Admissions;• Keep a record of all visitors (calls & in person) to the Office of Recruitment & Admissions and prepare a report;• Answer inquiries regarding admissions requirements and processes and advise prospective students;• Assist with mail and screening of callers when required;• Assist with outstanding documentation, follow-up with applicants, application process, placement examination process and make relevant notations in the systems;• Counsel and advise prospective applicants on qualifications for admission;• Disseminate information regarding admissions criteria and the process of applying;• Creation and maintenance of documentation databases; photocopy, scan, upload and process of documentation to systems, forward to the processing unit (PU), making relevant notations and assist with application data entry in systems;• Assist with I.D. Card processing;• Assist with general office filing, and oversee shredding of documents, particularly in reception area;• Assist with receptionist's desk and inventory when required;	
<p>KNOWLEDGE, SKILLS & ABILITIES:</p> <ul style="list-style-type: none">• Attend to details and manage multiple tasks with accuracy and timeliness in a fast-paced environment;• Be knowledgeable about Admissions requirements;	



POSITION ANNOUNCEMENT

- Possess excellent written and verbal communication skills;
- Be able to work independently as well as in a group;
- Ability to maintain confidentiality of records and information;
- Be proficient with various software applications and have strong computer knowledge;
- Must have a strong sense of professionalism and organizational skills;
- Possess strong interpersonal and customer service skills;
- Must be able to work overtime when the need arises;
- Be a team player.

QUALIFICATIONS:

- Office Assistant's Certificate or approved equivalent as for CSS-1 AND five (5) years relevant work experience OR Associate Degree in relevant area.

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

Salary Grade	CSS-2
Date Published	October 9, 2024
Application End Date	October 22, 2024 or until filled
Date to be Removed	October 23, 2024
<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>	