



POSITION ANNOUNCEMENT

JOB TITLE	CLERK II (PROCESSING UNIT)
TYPE OF VACANCY	STAFF
REPORTS TO	SUPERVISOR, RECRUITMENT & ADMISSIONS (PU)
DEPARTMENT	OFFICE OF RECRUITMENT & ADMISSIONS
SUMMARY: Clerk II works in the Office of Recruitment & Admissions with responsibility for processing undergraduate admission applications.	
DUTIES AND RESPONSIBILITIES: The position of Clerk II (Processing Unit) is required to perform a variety of tasks including but not limited to the following: <ul style="list-style-type: none">• Data Checks – Cross check and verify data keyed on system for accuracy, deficiencies, omissions or errors and make necessary corrections;• Pay keen attention to application details and input data correctly;• Data Entry – Enter and update applications details accurately in all systems;• Process applications and documentation in a timely manner, following the proper workflow and guidelines in all systems with accuracy;• Send timely responses to applicants on the status of their application (inclusive of but not limited to applicants' queries, documentation, emails, letters, placement examination information (etc. written and verbal));• Obtain further information to complete application record in all systems, liaise with and follow-up with applicants, staff, and academic units, to collect outstanding information/documentation;• Perform other data processing activities such as system file closure and notations;• Scan, upload and download applicants' relevant documentation to systems (inclusive of but not limited to Period of Candidacy letter (POCE), Transfer of Credit (TOC) letter, 50% Policy letter, Acceptance letters, transcript etc.);• Ensure transfer of credit and 50% Policy requests are submitted for applicants in a timely manner (including transcripts and course outlines together);• Generate reports on an as needed basis (i.e., spreadsheet(s) for applicants processed, annual report, etc.);• Assist with I.D. Card Processing;• Assist with incoming calls, visitors, emails and dissemination of information when required.	

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KNOWLEDGE, SKILLS & ABILITIES:

- Efficient work management skills including planning, organizing and prioritizing workload;
- Effective communication and customer service 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;
- Must be able to work overtime when the need arises;
- Be a Team player (contribute to team effort by accomplishing related results as needed).

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

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

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.