



ADMISSIONS CLERK
Full-Time
Bargaining Unit Support Position

The *Admissions Clerk* will be responsible for processing applications and for other admissions-related administrative functions. This position will primarily serve our online student population. This position reports to the Dean of Enrollment Services and the Vice President of Online and will be based at our campus located in Steubenville, Ohio.

Eastern Gateway Community College offers a generous benefit package including, medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Wages commensurate with the current Collective Bargaining Agreement for this position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Analyzes admissions applications and related documents for completeness and accuracy, and processes them in accordance with established procedures.
- Analyzes high school transcripts to identify graduation date and GPA.
- Enters data related to enquiries and applications into PowerCampus with accuracy.
- Maintains and searches automated and manual files for information.
- Assists with inputting high school, GED and college transcripts and standardized test scores.
- Monitors Selective Service number receipt for male applicants.
- Applies and releases registration holds in accordance with established procedures.
- Generates, conducts and analyzes reports related to admissions.
- Responds in an effective and timely manner to all telephone, email, and Web inquiries regarding admissions application processing.
- Processes, manages and assures the quality of office correspondence including a variety of mailings to applicants and prospective students.
- Works cooperatively with personnel in the Registrar's Office, Academic Advising, Financial Aid, and Student Billing offices.
- Supports supervision of student workers including coordinating and making assignments, training and orienting new student employees.
- Assists with coordination of and participates in special admissions recruitment events.
- Performs other job-related duties as assigned.

EDUCATION & BACKGROUND:

- High School diploma or equivalent required.
- Two years' work experience including in an office environment utilizing computers and software applications to maintain and report data.
- Knowledge of modern office procedures including proficiency with file and record maintenance.

SKILLS & ABILITIES:

- Requires ability to interpret and apply college, department and program policies; organize and maintain a filing system; and perform a range of detailed and complex office management and secretarial duties in an accurate and speedy manner.
- Ability to use correct English grammar and punctuation and to perform basic arithmetic.
- Knowledge of letter and report writing.
- Must possess good interpersonal skills with diverse populations; ability to maintain confidential information; excellent organization skills.
- Required to work occasional evenings or extended hours as needed.

To apply please forward a letter of interest, your resume, and the names and contact information of at least three professional references to:

careers@egcc.edu

Internal applicants should include an employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.