



HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Records Clerk

Harris-Stowe State University has an opening for a full-time Records Clerk in its Enrollment Management Division. The Records Clerk will take a major role in working with students, faculty, staff and administration as the first point of contact for the Office of the Registrar. A thorough knowledge of Registrar Office functions, FERPA, records management and clerical skills is imperative. This position involves extensive and direct interaction with students, academic departments, and other staff. The key component to this position is the ability to work with diverse individuals in a high-traffic environment, excellent customer service and professionalism, and attention to detail.

Primary responsibilities:

- **Clerical/Data Entry:** The Records Clerk will be responsible for duties involving student registration, transcripts, course schedule/catalog, and records maintenance.
- **Point of contact:** Provide front-desk services. Performs a variety of public contact tasks; communicates with students, staff, and other individuals to disseminate or explain information; and aids students in registrar procedures.
- **Records Management /Reporting:** Review files, records, and other documents to obtain information to respond to requests; and compiles and types statistical and other reports on various registrations, attendance reporting and record related topics.
- **General Duties:** The Records Clerk will work with a team of Registrar Staff to provide support for the Registrar's Office and oversee the work of student workers. He or she will also be expected to perform other special assignments as deemed necessary by the Registrar, Executive Director or Enrollment Management or other administrators; some evenings and weekends are required.
- **Other Duties:** as assigned by the Registrar.

Qualifications:

- Must hold a High School Diploma or GED with completion of an Associate's Degree or equivalent in earned college level credit.
- Must have at least three years, of clerical experience working in a college or university records/registrar's office or related student administrative office.
- Excellent verbal, writing, computer and telephone skills, superior organizational skills, and advanced knowledge of MS Office, internet and e-mail usage are required.
- Ability to multi-task and attention to detail is essential.
- Experience working directly with students and ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns is required.

Applications will be accepted until filled.

Applicants should submit a cover letter summarizing their qualifications and experiences, resume, university employment application and official transcripts to:

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103**

FAX: 314-340-3395

Applications may be downloaded from our web site www.hssu.edu

“Please No Phone Calls”

Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of applications, we are unable to accept phone calls or walk-in inquiries regarding applicant status.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER