Position: Clerk I, Office of Admissions (Multiple Positions)

Minimum Qualifications:
- Associate’s Degree from an accredited college or university.
- Two (2) years of full-time experience in office practices and procedures using general clerical skills.

Campus: All

Required Knowledge, Skills, and Abilities:
- Ability to maintain confidentiality.
- Ability to work independently, well under pressure, and with discretion.
- Strong interpersonal skills and work ethic.
- Organizational skills and attention to detail.
- Superior English language skills to correspond both verbally and in writing, using good grammar, spelling, punctuation, and structure.
- Ability to interact with the general public in a courteous and helpful manner.
- Ability to operate office machines and equipment, including personal computers, keyboards, switchboards, calculators, multi-line telephones, copy machines, printers, and fax machines.
- Ability to work with one or more software programs and maintain familiarity with campus software requirements.
- Knowledge of conflict resolution and mediation principles.
- Ability to read, understand, and review documents for accuracy and relevant information.
- Ability to use applicable office terminology, forms, documents, and procedures in the course of the work.
- Ability to use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
- Ability to make accurate arithmetic calculations.
- Ability to assemble, organize, and prepare data for records and reports.
- Ability to compose letters, memos, forms and charts independently.
- Ability to read, interpret, apply, and explain rules and regulations, policies, and procedures.
- Ability to communicate with peers and other staff, students, and the public in a manner reflecting positively on the department and the College.
- Ability to organize and maintain records.
- Ability to plan, organize, and complete work to meet established deadlines.

Major Duties and Responsibilities:
- Communicates with applicants and students concerning orientation, registration, and enrollment activities; and maintains academic history files for applicants, enrollees, and alumni of the College.
- Assures interested persons receive the necessary forms for proper enrollment.
- Prepares, processes, and mails requests for admission applications and materials, attendance and enrollment verifications, and related office data.
- Prepares official transcript requests and assures that the integrity of student records is not compromised.
• Answers office telephones, greets visitors, provides information relative to scheduled courses, curriculums, calendar of events, college rules and regulations, enrollment history and admissions information, and related activities.
• Inputs applications and other data to mainframe and personal computers.
• Conducts inquiries relative to enrollment, demographic, financial aid, withdrawals and other admissions and enrollment functions.
• Scans old and new student records to ensure integrity and security of academic information.
• Evaluates student transcripts for transfer credit and inputs transfer credits into AS400.
• Calculates and counsels students on GPA’s, if necessary, for Allied Health.
• Processes student requests for academic bankruptcy and make adjustments to student transcripts.
• Processes no-show appeals.
• Documents receipt of official high school transcripts or equivalent and test scores for students who pass the Ability to Benefit Test.
• Inputs courses on student’s schedules upon the request of the supervisor.
• Assists in the registration process to include directing students to locations to receive proper advisement.
• Schedules in-put and receipt of charges by the Business Office.
• Assists with Dual Enrollment upon request of the supervisor.
• Prepares requisitions and orders office supplies, computer equipment, fax machines, copiers, printers, and other inventory, as needed.
• Assists the academic dean and counselor in verifying that graduation requirements have been met.
• Orders and distributes academic regalia for students, faculty, and staff.
• Prepares and distributes diplomas for graduation.
• Dispenses reports in a timely manner.
• Complies with all policies of the Alabama Community College System, the College State Board of Education, the Department of Postsecondary Education, and Bishop State Community College.
• Serves on Bishop State Community College Committees.
• Serves on standing committees as assigned.
• Attends relative conferences, seminars, and professional development workshops.
• Perform other duties as assigned by the President, Vice President, Dean of Students and the Registrar.

Salary:
Salary level will be determined by educational attainment level and years of applicable experience according to the Alabama Community College System Salary Schedule E4, Grade 6 - $23,568 – $36,970.

Application Procedure:
Position announcements and employment applications are available at www.bishop.edu and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to mlyons@bishop.edu. Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. Only complete application packets will be given consideration for employment.

A completed application packet consists of:
• Completed Bishop State Community College employment application (must be signed),
• Letter of interest with reference to the position announcement,
• Current resume,
• Transcripts (official required if hired), and
• Verification of Work Experience form for directly related work experience from current and/or previous employers (form included as last page of application) and/or letters from current and/or previous employers verifying directly related work experience (letters must include employment dates and job title, and must be on company letterhead and signed by authorized personnel).
**Application Deadline:**
A complete application packet must be received in the Office of Human Resources no later than Monday, August 1, 2016 at 5:00 p.m.

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

**Other Information:**
The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and/or skills assessments. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.