



## **JOB DESCRIPTION- ADMISSIONS CLERK**

### **General Description/Primary Purpose:**

The Admissions Clerk is a student service position that will provide reception services and general admission services to prospective and current students at Murray State College. The Admissions Clerk will be a customer service-oriented employee who will have the knowledge, expertise, and attitude necessary to assist students in completing the procedures necessary for entry and enrollment. The Admissions Clerk should also have knowledge of all Murray State College (MSC) programs to better assist students. Duties will involve the use of computers and other conventional office equipment. This position requires a professional appearance and demeanor as well as strong communication and computer skills. Potential candidates must have a positive approach to working with students and must be customer service oriented and work well in a team context.

**Classification:** Full-Time, non-exempt staff

**Salary:** Commensurate with qualifications and experience, plus fringe benefits.

**Appointment:** 12-month appointment

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Job Functions:**

1. Provide administrative assistance and support for the MSC Recruitment and Admissions Office at Murray State College.
2. Greet and assist students with the admission process.
3. Assist with verification and updates of student data
4. Maintain the confidentiality of student data

5. Perform data entry into computer; update and maintain student records. Process applications daily using CRM and assist certification of VA students.
6. Assist the Recruitment and Admissions Department with special projects and activities.
7. Ability to learn and appreciate MSC's mission, purpose, and goals and the role of the admissions clerk position in achieving them.
8. Maintain student and office filing systems.
9. Compose correspondence in response to routine inquiries within established guidelines.
10. Attend conferences and workshops as necessary.
11. Ability to be flexible and adaptable to change; ability to accept new/different assignments.
12. Troubleshooting, analytical, and problem-solving abilities necessary to meet daily challenges of responsibilities.
13. Performs other duties and responsibilities as assigned by the Executive Director of Recruitment and Admissions.
14. Assist in the inventory and ordering of supplies.
15. Assist in the routing of incoming and outgoing mail.
16. Answer telephone, handle questions and inquiries, and provide backup to other staff members as needed.
17. Accept other responsibilities as assigned.
18. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
19. Before or upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) General Role Training Modules, IS-100.C, and IS-700.B.

**Required Knowledge, Skills, and Abilities:**

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Demonstrate above-average computer skills.
- Excellent oral and written communication skills required.
- Demonstrate ability to communicate well with others, both written and orally.

- Maintain professional appearance and attitude.
- Demonstrate ability to set priorities and organize, plan, and complete assignments.
- Maintain respect towards confidentiality.
- Demonstrate ability to schedule time and work efficiently under the pressure of deadlines without immediate supervision.
- Develop and maintain an attitude of service toward students, coworkers, and others.
- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Demonstrate an appreciation for the comprehensive, two-year college philosophy, and recognize that we are here to serve students.
- Demonstrate experience and/or willingness in learning and using state-of-the-art technology.
- Develop troubleshooting, analytical, and problem-solving abilities necessary to meet daily challenges of responsibilities.
- Demonstrate ability to be flexible, adaptable to change, and willing to accept new/different assignments.
- Participate in community service activities and programs.

#### **Other Ergonomic Requirements:**

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

#### **Hours:**

This position is a full-time position and hours will follow the MSC work schedule. Some evening hours will be required and may be on days other than Monday through Friday.

#### **Qualification Standards:**

1. **Minimum Educational Qualifications:** High school diploma, an Associates Degree is preferred.
2. **Preferred Experience:** 2 years of clerical experience is preferred, but not required.
3. **Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must be permitted to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

**Application Process:**

1. Letter of application
2. Resume
3. Unofficial transcript(s). NOTE: Official transcript(s) required upon employment
4. Murray State College employment application
5. Background Check Consent Form

**Submit To:**

Human Resources  
Murray State College  
One Murray Campus, Suite AD104  
Tishomingo, Oklahoma 73460  
MSCemployment@mscok.edu

**Application Deadline:** Review of applications will begin immediately and continue until filled.

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures.

This includes but is not limited to admissions, employment, student financial aid, and education services.

