EMPLOYMENT ANNOUNCEMENT:

Job Title:	**Admissions & Records Clerk**
Opens:	**May 8, 2024 – open until filled**
Supervisor:	**Dean of Student Services**
Classification:	**Full-time, non-exempt**
Salary:	**According to SCC Salary Scale, depending on experience and education – Fringe Benefits**

JOB SUMMARY:

Stone Child College is seeking an Admissions & Records Clerk. The Admissions & Records Clerk works as a member of the Student Services Department and reports directly to the Dean of Student Services. The Admissions & Records Clerk is responsible for disseminating admissions procedures and general college information to students through personal visits, emails, letters, and phone conversations. Knowledge of Stone Child College's degree programs and student services are essential. High energy and a positive approach to working with students and colleagues are a must. The individual must be customer service oriented and must work well in a team context.

JOB DUTIES:

- Greets and assists students with accurate information regarding admissions, registration, graduation, transcript requests, and general college information.
- Assists students with admission process.
- Processes admission applications and manages the Admissions portal in EMPOWER.
- Manage student record keeping, scanning of records, registration, semester processes and graduation.
- Assists with incoming mail.
- Assists students with drop requests, withdrawals, and administrative drops.
- Assists with student orientation and all other student services activities.
- Assists with verification and updates of student data.
- Maintains the confidentiality of student and course records.
- Organize tasks and activities essential to performing the duties and responsibilities of this position.
- Be able to work with a wide variety of people and participate as a team member to accomplish multiple projects and goals.
- Participate in Stone Child College's Strategic Planning Committees and Core Theme Teams.
- Performs other duties and responsibilities as assigned by the Dean of Student Services.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Associate degree required.
- Bachelor's degree preferred.
- Knowledge of and ability to interpret and apply the rules, regulations, and policies of registration and admissions.
- Knowledge of student information systems and maintaining accurate student data.
- Excellent computer skills and experience using Office365.
- Experience using EMPOWER (student information system) preferred.
- Strong communication and interpersonal skills.
- Understand of, sensitivity to, and respect for the diverse academic, socioeconomic, and cultural backgrounds of the students, staff, faculty, and community that Stone Child College serves.

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- Letter of interest
- Current resume or CV
- Official Transcripts from all colleges/universities attended
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application (https://www.stonechild.edu/employment/)

Via email to: Jessie Demontiney, Human Resources Director - jdemontiney@stonechild.edu. Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.