



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: File Clerk

Department: Enrollment Management

Status: Temporary

Start Date: Upon completion of Drug Test and Background Checks at beginning of academic session

Location: Main Campus in North Little Rock

Salary Expectations: \$14 per hour

Work Schedule: Monday – Friday; 8:00 am to 5:00 pm

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

This is an entry level position responsible for organizing admissions and student enrollment documents. The ideal applicant will be a motivated individual who is interested in performing basic filing and clerical duties. The college is seeking a person who is able to work independently without outside distractions. You must be able to file documents numerically and alphabetically. Basic data entry skills are needed to be successful in this role. The file clerk is responsible for sorting and organizing files and documents to prepare for storage. Remove all staples, paperclips, sticky notes and other foreign objects from file and scan final case into system as needed. Some lifting of boxes is needed. Develops an effective document storage and filing system to:

- Label and update paper files for proper storage
- Store files, digital or paper, into their proper locations
- Gather and organize files and documents
- Maintain supply inventories
- Photocopy and send faxes as needed or requested

EDUCATION and/or EXPERIENCE: A High School Diploma or equivalency is required. Ability to file both alphabetically and numerically. Great time management, prioritization and multitasking abilities. Problem-solving and decision-making abilities. Very keen attention to details.

LANGUAGE SKILLS: Ability to communicate effectively orally and in writing.

REASONING ABILITY: Ability to work independently.

CERTIFICATES, LICENSES, REGISTRATIONS: Not applicable

WORK ENVIRONMENT: Work is performed in a file room located in the Enrollment Management department on a college campus. Flexible/Adaptable to constant change.

REQUIRED TESTING: Alcohol and Drug Test; Background Check

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214