



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Records Clerk

**Department:** Enrollment Management

**Status:** Non-Exempt

**Start Date:** Upon completion of Drug Test and Background Checks

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with Experience and Education

**Work Schedule:** Full-Time

**SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:** The Records Clerk works with the Registrar and is responsible for maintaining student registration records and the filing system that houses those records. The primary duties include:

- Creating and maintaining a records management system.
- Performing data entry tasks.
- Updating existing records.
- Maintaining company archives.
- Retrieving information and responding to requests for records, including transcripts and other student records. from the filing system when requested.
- Scanning and uploading files to create digital copies of physical records.
- Processing and filing copies of incoming and outgoing physical correspondence.
- Conducting routine verification to ensure integrity of the filing system

**EDUCATION and/or EXPERIENCE:** A minimum of two years' experience providing clerical support preferably in a college or school. Strong knowledge of Microsoft Office applications such as Word and Excel. Able to communicate effectively orally and in writing. Excellent customer service skills. Ability to multi-task and prioritize competing demands. Strong organizational skills.

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

**REASONING ABILITY:** Ability to organize and prioritize assignments. Able to work patiently with customers and stay composed in adversarial situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Not Applicable

**PHYSICAL DEMANDS:** Not Applicable

**WORK ENVIRONMENT:** Will work in an office environment on a college campus.

**REQUIRED TESTING:** Alcohol and Drug Test; Background Check

**HOW TO APPLY:** Applicants may submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu)