PART-TIME
ENROLLMENT SERVICES CLERK

RESPONSIBILITIES
- Answer general student questions related to advising, financial aid, admissions, and registration
- Initial contact for all students and public inquiries via phone, email, chatting, and walk-in traffic
- Coordinate walk-in traffic for the registration process including the determination of student’s enrollment status, and providing students with the appropriate forms and directions for advisement, holds, use of Campus Connect, and admission updates, etc.
- General office duties including mail outs, telephone communications, electronic filing, emailing, and interacting with the public
- Assist in the review, coding, input, and imaging of student documents
- Print student schedules
- Make Midland College ID cards
- Provide clerical support for the Director of Enrollment Services
- Other duties as assigned

QUALIFICATIONS
Required:
- High school diploma or equivalent
- Customer service experience
- Knowledge of general office equipment
- Computer literacy including Microsoft Office and Outlook
- Strong organizational and public relations skills
- Excellent communication and interpersonal skills
- Ability to work in a team environment
- Ability to handle a fast paced work environment with interruptions and detail oriented tasks

Preferred:
- Prior clerical of community college work experience
- Data entry and document imaging experience
- Knowledge of POISE Software

SALARY
$10.25 per hour. Up to 19 hours per week. Review of applications will begin June 20, 2016.

APPLICATION PROCESS
Interested candidates should submit a resume and completed official application. Applications should be sent to:
aplymc@midland.edu

Natasha Morgan
Director of Human Resources
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer
This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.