

<b>TITLE:</b> <u>Sr. Program Records Clerk</u>	<b>SALARY</b> <b>SCHEDULE:</b> <u>Staff</u>	<b>CLASS</b> <b>CODE:</b> <u>SA427</u>
<b>UNION:</b> <u>Staff Association – Local 2071, U.A.W</u>	<b>SALARY</b> <b>GRADE:</b> <u>4</u>	<b>EEO</b> <b>CODE:</b> <u>40</u>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>E-CLASS:</b> <u>A</u>

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**POSITION PURPOSE**

Maintain and update a variety of on-line and hard copy files pertaining to the successful operation of a unit with a specialized academic or service mission. Perform general office routines according to program policies and procedures.

**ESSENTIAL JOB FUNCTIONS**

- Assemble and maintain computer-based and hard-copy files pertaining to the participants and activities of a specific academic or service based program. Update files to reflect participant activity, changes in addresses, administrative activity of unit and reference materials.
- Maintain program calendars. Schedule conferences, meetings and interviews. Arrange necessary supplies, equipment and amenities for functions; prepare and gather paperwork for events. Schedule student appointments.
- Receive and direct incoming phone calls and visitors. Provide information and assistance to students, faculty members and the general public about records and program policies, procedures and requirements.
- Type correspondence, grant proposals, course material, contracts, manuscripts and reports. Follow established practices and/or standards for presentation of material. Provide proofread documents for final review and/or signature.
- Provide functional supervision to a small number (1-3) of clerical and part-time support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification provides responsible and independent clerical support to an academic or service based unit of the University. Duties are procedural in nature, but necessitate awareness of related tasks. Incumbents must search for solutions or new applications within an area of learned things and are allowed to set priorities subject to supervisory approval and review. Functional work direction may be provided to a small number (1-3) of part-time and/or temporary positions. Incumbents must utilize a keen attention to detail. This classification reports to and receives work direction from a professional or management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Considerable knowledge of University administrative policies and procedures.
- Some program knowledge.
- Ability to communicate effectively with others.
- Ability to operate standard office equipment.
- Ability to type and use word processing equipment with speed and accuracy.
- Typically, incumbents have held lower level Program Records Clerk positions.