

Job Description (Instructions are in italics)

Position Title: Information Clerk	FLSA Classification (select one): Exempt Non-Exempt
Department: Head Start	Late Update Date:
Supervisor Title: Community Engagement Manager	
Full-time or Part time: Full-time, 10 months	
Position Number(s):	

Position Summary

In one or two sentences, briefly describe the general purpose of the position. Consider this question: Overall, what is this position meant to accomplish?

The Information Clerk is responsible for providing front desk support. Responsible for providing data entry for all areas of the Head Start program.

Essential Functions and Additional Duties

Essential Functions and Percentage of Time		% of Duties
<i>List the responsibilities with the expected percentage of time (the percentage of time should add up to 100 percent between essential and additional duties). These duties are essential to the position. This should be an approximation of the position.</i>		
1.	Warmly greet and provide accurate information to persons entering Head Start center	40%
2.	Answer phone and provide information, redirect calls to appropriate staff and make calls as necessary	25%
3.	Type correspondence and complete monthly reports as directed.	5%
4.	Maintain cleanliness of front desk area and entryway, including vacuuming, cleaning windows, dusting and organizing supplies and materials. Keep front work room clean, organized and stocked with necessary supplies.	5%
5.	Receive client applications. Assist clients in completing applications and enter competed application data into computer system.	5%
Additional Duties		
<i>List any additional duties and responsibilities with the expected percentage of time (the percentage of time should add up to 100 percent between essential and additional duties). These duties are not critical to the position but are expected duties as part of the position.</i>		

6.	Notify Support Services Manager when new supplies need to be order. Request and schedule needed maintenance on office equipment.	5%
7.	Complete data entry as assigned by supervisor and other staff. Areas to include: Education, Enrollment, Health, Community Engagement, Recruitment, In-Kind, IEP's, myHeadStart.	5%
8.	Assist in preparation of recruitment activities for the program.	5%
9.	Other duties as assigned	5%
	Total	100.00%

Minimum Qualifications (Knowledge Skills & Experience):

Please indicate any formal education essential to accomplish the position's duties and responsibilities. Please list any officially recognized certificates or licenses necessary for this position. Please list any required special knowledge, abilities or skills. 1. 2. 3. 4. 5. etc.

Education Requirements

Min/Preferred	Education Level	Description (optional)
Minimum	High School Diploma/GED	
Preferred	Associate Degree	

Knowledge & Skills & Experience

1. Experience with record keeping and customer service
2. Ability to work with diverse groups

Preferred Qualifications (If any)

1. Experience with Microsoft Office and the Google Suite

Span of Authority / Control

X	Follows standard guidelines and procedures. Refers most problems to supervisor.
	Functions independently in order to accomplish assigned projects. Refers unusual problems to supervisor.
	Recommends or make major policies for the department.

Working Conditions and Schedule

A great deal of time will be spent using the computer.

Reporting & Supervisory Responsibilities

	Yes	No
Do you supervise salary employees?		

Do you supervise hourly employees?		

Supervisory Responsibilities- additional comments (optional)

Compliance Oversight

List any Federal, State, Local Regulations and/or University Policies for which this position is responsible for

Federal Regulations:

State Regulations:

Institutional Regulations:

All Employees are subject to and expected to comply with all applicable University policies and procedures: <https://www.suu.edu/policies/>

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Equal Employment Policy

Southern Utah University does not discriminate against any member of the University community on the basis of race, religion, color, sex, age, national origin, sexual orientation, gender identity, disability status, veteran status, pregnancy, pregnancy-related condition, genetic information, or other bases protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. SUU will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to SUU. Contact human resources (HR) with any questions or requests for accommodation. Please refer to SUU Policy 5.2 and 5.2.7 for additional information.