

**Job Description** (Instructions are in italics)

Position Title: Information Clerk	FLSA/Salary Grade:
Department: Head Start	Update Request Date:
Supervisor Title: Community Engagement Manager	Updated by:
Full-time or Part time :Full-time, 10 months	Last Approved Date:
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 Specialist will play a key role in the conversion and implementation to Banner Software, manage loan programs including Perkins, Stafford, Plus and alternative loans.

**Essential Functions and Additional Duties**

	<b>Essential Functions and Percentage of Time</b> <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>	% of Duties
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 completed application data into computer system.	5%
6.	Other duties as assigned- <i>at least 5%, no more than 10%, of job duties should be “other duties as assigned” and not specifically outlined to</i>	5%

	<i>provide flexibility for infrequent, as needed, duties related to the position.</i>	
	<b>Additional Duties</b> <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>	
1.	Notify Support Services Manager when new supplies need to be order. Request and schedule needed maintenance on office equipment.	5%
2.	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%
3.	Assist in preparation of recruitment activities for the program.	5%
4.		
	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.*

1. Bachelor's degree required
2. Extensive experience with and knowledge of personal computers, automated information systems, record keeping, spreadsheets, and word-processing systems.
3. Ability to work with diverse groups and contribute to a climate of inclusion.

**Preferred Qualifications** (If any)

1. Experience with Banner software, Microsoft Office, Novell Networks, SQL, Oracle, and Crystal reports

**Span of Authority / Control**

*Check the one statement that best describes the guidelines or procedures used and/or available in this position.*

- ☒ 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**

*This section examines each job in terms of physical demands and environmental factors. I.e., This position works in an office setting, usually in a climate-controlled area during regular office schedule hours 8:00 am to 5:00 pm Monday through Friday. Additional work hours as needed to complete assignments as necessary.*

A great deal of time will be spent using the computer. Ability to lift 30 lbs. is required.

### **Supervision or Direction Exercised**

*List the individuals that this position oversees.*

Will work with and occasionally supervise student workers.

### **Compliance Oversight**

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

Federal Regulations: Reporting to FAFSA on work study awards and allocations; Updating access and student records within SEVIS as part of Homeland Security updates.

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.*