

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, Montana 59521. (406) 395-4875 (406) 395-4836 (fax)

OPEN POSITION

Job Title:	<i>Admissions & Records Clerk</i>
Opens:	<i>July 13, 2021 – Open until filled</i>
Supervisor:	<i>Registrar</i>
Classification:	<i>Full-Time</i>
Salary:	<i>According to SCC Salary Scale, depending on experience and education – Fringe Benefits</i>

JOB SUMMARY

The Admissions & Records Clerk works as a member of the Student Services Department and reports directly to the Registrar. The Admissions & Records Clerk is responsible for disseminating admissions procedures and general college information to students through personal visits, emails, letters, and phone conversations. Knowledge of Stone Child College's degree programs and student services are essential. High energy and a positive approach to working with students and colleagues are a must. The individual must be customer service oriented and must work well in a team context.

JOB DUTIES

- Greets and assists students with accurate information regarding admissions, registration, graduation, transcript requests, and general college information.
- Assists students with admission process.
- Processes admission applications.
- Assists with student record keeping, scanning of records, registration, semester processes and graduation.
- Assists with incoming mail.
- Assists students with drop requests, withdrawals, and administrative drops.
- Assists with student demographic changes.
- Assists with student orientation and all other student services activities.
- Assists with verification and updates of student data.
- Maintains the confidentiality of student and course records.
- Organize tasks and activities essential to performing the duties and responsibilities of this position.
- Be able to work with a wide variety of people and participate as a team member to accomplish multiple projects and goals.
- Participate in Stone Child College's Strategic Planning Committees and Core Theme Teams.
- Performs other duties and responsibilities as assigned by the Registrar and Dean of Student Services.

KNOWLEDGE – SKILLS – ABILITIES

- Associate degree required.
- Bachelor's degree preferred.
- Knowledge of and ability to interpret and apply the rules, regulations, and policies of registration and admissions.
- Knowledge of student information systems and maintaining accurate student data.
- Excellent computer skills and experience using Office365.
- Experience using EMPOWER (student information system) preferred.
- Strong communication and interpersonal skills.
- Understand of, sensitivity to, and respect for the diverse academic, socioeconomic, and cultural backgrounds of the students, staff, faculty, and community that Stone Child College serves.

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HOW TO APPLY

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- letter of interest
- current resume
- Transcripts
- three professional letters of reference with contact information (current)
- SCC application (www.stonechild.edu)

Via email to: Jessie Demontiney, Personnel Officer - jdemontiney@stonechild.edu. Only complete application packets will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.