Position Title: Records Clerk  
Wellesley Hills Campus

Department: Admissions

Reports to: Director of Admissions or designee

Date: November 2011

Position Summary:
Support the Office of Admissions on the Wellesley Campus in the area of records.

Key Responsibilities and Duties:
- Creates Admissions records;
- Files correspondence, applications, education and supporting documents;
- Maintains records;
- Purges records at the beginning of each semester;
- Receives and distributes incoming mail, packages etc. to appropriate Admissions Staff;
- Retrieves records from files such as applications, correspondence, education credentials etc.;
- Locates and withdraws information from records by using electronic data display terminals, searching files, etc. in order to respond to inquiries or requests by Director of designee;
- Posts information to logs or records according to prescribed procedures;
- Reviews forms, lists, documents, correspondence and/or applications for accuracy and completeness;
- Other related duties as assigned.

Minimum Qualifications:
Ability to work independently. Requires proficiency in filing and record keeping. Working knowledge of Windows 2007, Microsoft: Word, Excel, and Outlook; excellent oral and written communication skills. Must demonstrate excellent interpersonal skills and excellent telephone skills. Must be committed to the mission of the community college and demonstrate the ability to work effectively with professional, non-professional, and student personnel.

After initial orientation and training, must demonstrate mastery of MIS (PeopleSoft) and the College’s Admissions policies and procedures.

Working Hours: Part-time position, 18 hours per week

Salary Range: $10.00 - $12.00 per hour

To Apply: Office of Human Resources  
MassBay Community College

November 2011 /kp
DEADLINE: December 10, 2011 or thereafter until filled. Individuals invited for interview will be expected to provide references. Finalist candidates must provide official transcripts and/or certifications.

Massachusetts Bay Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age or handicap in admission or access to or treatment or employment in its programs and activities. Any inquiries or complaints concerning compliance with the regulations implementing Title IV, Title VII, Title IX, Age Discrimination Act of 1975 or Section 504, may contact Robin Nelson-Bailey at 781-239-3000 ext. 3171 who is the College coordinator for those statutes. Inquiries may also be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C., 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region One, Boston, MA 02109.