



Savannah State University Position Description – Clerk IV

POSITION DESCRIPTION

Position Title: Clerk IV FLSA Status: Nonexempt
Reports to: Registrar
Department: Registrar
Date Prepared: June 2003

BASIC FUNCTION

This position is responsible for processing all requests for transcripts and enrollment verification for students, alumni and other constituencies day-to-day, and communication information to the National Student Loan Clearinghouse.

NATURE & SCOPE

Reporting to the Registrar, this position must interpret all inquiries and requests, apply the Office of the Registrar policies and procedures, and provides the National Student Loan Clearinghouse with a schedule of planned submission dates and terms. This position submits the enrollment data three times per semester, and sends all student deferments to the NSLC.

This position handles all requests for enrollment verifications and answers inquiries regarding verifications.

This position interfaces with a number of organizations outside Savannah State providing information and answering inquiries.

The Clerk IV also is available to assist in other areas as assigned.

PRINCIPAL ACCOUNTABILITIES

- Prepares all transcripts for mailing, pick-up and is accountable for all associated documentation.
- Researches students' enrollment history, and prepares enrollment verifications for mail and/or pick-up.
- Answers inquiries concerning enrollment verification requests via telephone/mail.
- Prepares all deferments for lenders/NSLC.
- Prepares requests for transients/letter of good standing.
- Files all enrollment verification requests, letters, and forms.
- Prepares schedule for planned NSLC submission, and prepares and submits NSLC report via FTP.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.

