

TITLE: Enrollment Management Clerk

DEPARTMENT/DIVISION: Enrollment Management

REPORTS TO: Director of Enrollment Management

CLASSIFICATION: Classified

SALARY RANGE: \$30,000 - \$31,000, based on education and experience

POSITION SUMMARY

The Enrollment Management Clerk works under the direction of the Director of Enrollment Management. Responsibilities include a variety of duties associated with assisting students, parents and staff. This position will give students and parents assistance with admissions applications, advising appointments, completing financial aid applications and other enrollment-related functions. Additionally, filling in during lunch hours or absences of other employees will be expected. This position works on campus.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists students, parents and staff with financial aid functions:
 - Provide information and assistance to students regarding financial aid program requirements and procedures, and answer general financial aid questions;
 - Assist them with completion of applications and provide direction in further handling of applications and related forms;
 - Provide students with scholarship information and assist in the completion of required forms and processes
 - Assist students with information and methods necessary in special circumstances
 - Determine eligibility status, review financial aid data, and input data into student information computer system;
 - Advise students of issues that may need to be resolved in order to receive, continue or reinstate eligibility
- Receives, reviews and responds to phone calls and correspondence, including departmental email and voice mail messages.
- Coordinates the flow of student traffic in financial aid, testing, and enrollment offices.
- Maintains office supplies and monitors the proper functioning of equipment.
- Performs data entry, scanning, copying, filing and bulk mail preparation.
- Participates in special projects on an as-needed basis.
- Demonstrate confidentiality, integrity and ethical behavior in working with enrollment and financial aid related information.
- As appropriate, interpret, apply and comply with federal, state and institutional regulations governing student enrollment and financial aid; maintain current working knowledge of guidelines/regulations related to enrollment and financial aid.

- Provide exemplary customer service.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES:

- Generates reports as needed.
- Participate in meetings and events as assigned.
- Performs other functions as necessary or as assigned.
- Serve as a backup for the Testing Center Coordinator

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge: High school diploma or equivalent required; Associate degree preferred; minimum of one year of clerical or related experience preferred; prior financial aid experience preferred; knowledge of and experience with routine office procedures and equipment; computer literacy, including proficiency with word processing and spreadsheet applications highly desired.

Skills: Excellent organizational skills; accurate and detail orientated with ability to prioritize information in a timely manner; solid communication skills (written, oral and active listening); strong interpersonal skills; able to work effectively in team situations.

Abilities: Requires the ability to perform all of the duties of the position efficiently and effectively; the ability to understand and accurately interpret federal, state and institutional guidelines; the ability to perform basic clerical duties; to effectively communicate with students, faculty and outside entities; ability to work with a diverse population, show understanding and exercise patience; demonstrated computational ability; ability to work on several tasks at a time; ability to respond effectively in a variety of situations.

Application review will begin immediately; however, only candidates whose applications are received by **October 15, 2025** are assured of receiving full consideration. Salary is \$30,000 - \$31,000, based on education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times contractual salary. Employment is subject to successful completion of background check. *This position is contingent upon the budget.*

To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

or

Email all documents to: HR@sscok.edu

SSC participates in E-verify.
Posted October 2, 2025