

TITLE: Admissions Clerk
DEPARTMENT/DIVISION: Admissions
REPORTS TO: Registrar
CLASSIFICATION: Classified, Full-Time
SALARY: \$30,000 - \$31,000, based on education and experience

POSITION SUMMARY

Under the direction of the Registrar, the Admissions Clerk performs a variety of general and specialized duties related to admissions and records functions including, but not limited to: transcript evaluation; student admission; answering student questions in person, by phone, and by emails to the Admissions email account; course registration; processing ingoing and outgoing Admissions & Records correspondence; processing grades and academic standing; degree evaluation; and, processing SSC transcript requests. This position oversees document imaging for Admissions & Records. This post is responsible for assisting in the planning and implementation of the graduation/commencement process. This position trains and supervises student workers as assigned.

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.
- Interact effectively with faculty, staff, students, and other customers of our services, while learning and applying the operating practices 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

- Handle confidential information with tact and discretion.
- Connect with prospective students by answering incoming phone calls, responding to web inquiries, and assisting with recruiting if needed; assist prospective and current students in accessing needed resources, such as financial aid.
- Follow up with applicants to update information, answer questions and enter/update information in the student information system; mail out acceptance letters.
- Provide assistance and information to students, staff, and the public regarding admissions and records functions.
- Receive original and process updated admissions applications; review for accuracy, completeness, and determine admission basis in accordance with state and federal regulations.
- Maintain student records by updating vital information such as name, social security number, address, telephone or other changes to student records; verify changes for accuracy. Identify and correct discrepancies and errors in student records.
- Prepare and disseminate SSC transcripts in accordance with college procedures.
- Receive, evaluate and post transcript credits from other institutions, Advanced Placement credit, as well as CLEP and other forms of advanced standing.
- Process student registration, evaluate and update records to reflect academic standing (e.g., probation; suspension), OSRHE Academic Forgiveness Provisions, grade changes, credit by exam, etc.
- Process concurrent enrollment of high school students and provide high schools with required information/documents.
- Research student records as assigned.

- Assist with the Admissions and Records document imaging system and processes.
- Assist with final degree audits and degree awarding functions.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Responsible for helping to plan and execute the graduation process, including the ceremony.
- Work with vendors and outside contractors as required.
- Perform general office duties.
- Attend required meetings, training and extended office hours.
- Train and supervise student workers as assigned.
- Assist in creating reports, training guides and standard operating procedures related to Admissions & Records functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- **Knowledge:** High school diploma or equivalent required; Associate degree preferred; minimum of one year of clerical or related experience; prior higher education experience, especially at a community college, preferred; knowledge of and experience with routine office procedures and equipment; computer literacy, including proficiency with word processing and spreadsheet applications; knowledge of and experience with e-mail applications including Microsoft Outlook, preferred. Knowledge of college student information systems a plus.
- **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 and complex 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 1, 2025