



Job Description

Job Title: Attendance Clerk

Reports to: Registrar

Position Responsibilities:

- Theory/Clinical attendance
- Externship attendance
- Probations – enter info into Transcripts
- Audit files when needed
- File – Departmental paperwork only
- Verify students are complete – externship hours, grades, GCF, Theory completion sheet
- Reviewing weekly reports for Manager’s meeting

Qualifications:

- H. S. Diploma (some college preferred)
- One year experience
- Computer literate
- Customer service skills
- Displays excellent communication skills

Physical Requirements:

- Ability to spend 6 or more hours per day sitting at desk or computer terminal.
- Ability to commute from one campus to another.
- Ability to hear and speak clearly as may spend one or more hours per day on telephone.
- Must be able to multi-task.
- Must be able to lift up to 20 lbs.

Printed Name

Date

Signature