

ENROLLMENT CLERK

GENERAL STATEMENT:

Responsible for maintaining files and helping with enrollment of incarcerated students at Texas Department of Criminal Justice (TDCJ).

REPORTS TO:

Associate Vice-President and Administrative Coordinator, Correctional Educational Department/TDCJ

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate degree preferred.

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

Three (3) years recent office experience. Windham/TDCJ experience preferred.

OTHER:

Computer skills; prefer experience with Microsoft Office and Excel. Must type 35 wpm with accuracy. Good with detail work. Must clear security and criminal background checks

DUTIES AND RESPONSIBILITIES:

- Process paperwork generated by enrollment coordinator's interviews with incarcerated students.
- Assist with academic and vocational registration of incarcerated students:
 - mail registration packets and enrollment notices to students
 - screen potential student applicants
 - process incoming registration and enrollment paperwork
 - work with unit secretaries and registrar's office concerning enrollment problems
 - set up and maintain computer records, files, and degree plans on all enrolled incarcerated students
- Maintain student records and assist with identification of students in need of testing, verification, financial aid, graduation status, and transcripts.
- Handle incoming transcripts for incarcerated students.
- Assist with certificate printing, mailing certificates, and maintaining records of inmates who complete vocational trades.
- Handle inmate correspondence concerning grades, graduation status, etc.
- Assist with department duties such as filing, answering the telephone, etc.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 10/6/10 Revised:

JD470