



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE: Office Clerk I
PERSONNEL STATUS: Contingent II/Non-Exempt
DEPARTMENT: Academic Advising
OPEN DATE: April 20, 2015
CLOSING DATE: May 1, 2015

Responsibilities: Answers and routes all incoming telephone calls; greets all students, university personnel and visitors to the Academic Advising Center; manages the iCan Scheduling System; files all paperwork; schedules appointments for the Academic Advisors; assists in the preparation of folders and materials for new student orientation programs; occasionally works on special projects for the director; assists the administrative assistant; performs other duties as assigned.

Qualifications: High school diploma or GED required. Minimum one (1) year of clerical experience required. Excellent communication skills and customer service, ability to multi-task; knowledge of computers and Microsoft Word and Excel; ability to work in a fast-paced deadline driven environment; excellent interpersonal and organizational skills.

SALARY: \$23,980 - \$28,800

GRADE: 3

APPLICATION: Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
JOBS@bowiestate.edu**

Bowie State University is an Equal Opportunity/Affirmative Action Employer
Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.