



## OFFICE OF HUMAN RESOURCES

### POSITION ANNOUNCEMENT

**POSITION TITLE:** Office Clerk  
**PERSONNEL STATUS:** PIN/Non-Exempt  
**DEPARTMENT:** Office of the Registrar  
**OPEN DATE:** August 20, 2015  
**CLOSING DATE:** September 2, 2015

**Responsibilities:** Serves as the front desk receptionist, answers the telephone, processes mail; greets and directs customers; processes transcript requests; federal clearance request, processes university withdrawal forms; scans documents and updates internal systems using Image Now; oversees academic program clearance; provides general office support as needed for registration; performs other related duties as assigned.

**Qualifications:** High School diploma or GED required. Bachelor's degree or a background in supporting administrative applications such as PeopleSoft, Image Now or Microsoft Word preferred. Minimum two (2) years of clerical work required. Experience with general office duties; excellent customer service skills; ability to process student records, letters, and documents for accuracy using extreme confidentiality strong written and verbal communication skills.

**SALARY:** \$27,420 - \$34,274

**GRADE:** 5

**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.***