

Enrollment File Clerk #2021-58 (STROUD) provides administrative support to the Enrollment Specialist and the Enrollment Director with special emphasis on: the backlog of scanning, filing and organizing enrollment files and documentation. Answers telephone and gives information to callers or routes calls to the appropriate person. Maintains log for incoming and outgoing mail and faxes by date received. Copy, scan, fax, and email documents pertaining to the Enrollment Department. Great telephone etiquette and customer service skills. Competency in office skills, including general knowledge with office equipment such as computer, copier, scanner, and fax machine. General computer skills. High School Diploma or equivalent. Some college preferred with emphasis in Business Administration, Business and/or any equivalent of education and experience.