



JOB DESCRIPTION-TRANSCRIPTION CLERK

General Description/Primary Purpose: This position reports to the Assistant Registrar and will be responsible for assisting with the transcription of all transfer credits and credits listed in POISE system. This position will also assist in greeting and providing friendly assistance to students, processing transcript requests, entering data into and retrieving data from the computerized registration system.

Classification: Full-Time, Non-Exempt

Salary: Salary commensurate with qualifications, education and experience.

Appointment: Temporary, 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Essential Job Functions:

1. Transcribe credits from the POISE system into the Colleague system.
2. Transcribe transfer credits to the computerized registration system
3. Assist with greeting and assisting students and others in a friendly, service-oriented and professional manner.
4. Assist students with registration and ensure registration data in the computerized system is accurate.
5. Assist with processing transcript requests for prospective, current, and former students.
6. Assist in entering data into the computerized registration system.
7. Adheres to all institution policies and procedures and all federal and state regulations.
8. Exhibit pro-active attitudes and actions and perform job duties in a timely manner.
9. Reports to the Assistant Registrar.

10. Maintain NIMS training as required, including the IS-700.a and IS-100.HE

tests.

11. Accept other duties and responsibilities as assigned.

Required Knowledge, Skills, and Abilities:

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the essential job functions can be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Ability to use a computer and input/retrieve data.
- Ability to communicate effectively, both orally and in writing.
- Ability to accomplish job functions without direct supervision; must be self-motivated.
- Ability to handle several tasks at the same time and meet deadlines.
- Ability to use all equipment in the office, including but not limited to telephone, computer, typewriter, printers, copy machine, fax machine, etc.
- Demonstrate skills in Word, Excel, and PowerPoint as well as software and systems relevant to the Registrar's Office.
- Ability to maintain the filing system.
- Ability to maintain an attitude of service and to respect confidentiality.
- To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

Other Ergonomic Requirements:

This position requires sufficient manual dexterity to operate all equipment within the office complex, including but not limited to telephone, computer, typewriter, printers, copy machine, Fax machine. Sufficient manual dexterity to perform computer operations throughout an 8-hour day is required. Some amount of sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, climbing, reaching, and carrying are required. All individuals are required to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Full-time hours will be determine based on the needs of the department

Qualifications:

1. **Minimum Educational Qualifications:** High school diploma or equivalent, Associates degree preferred.
2. **Experience:** Two-year college and/or university experience in business services or related areas preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application
2. Resume
3. Unofficial college transcripts (for both undergraduate and graduate course work).
(NOTE: Official transcript(s) required upon employment.)
4. Murray State College employment application

Submit Application:

Human Resources
Murray State College
One Murray Campus
Tishomingo, Oklahoma 73460
humanresources@mscok.edu

Application Deadline:

Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.