

School Clerk Job Description

Our innovative and growing company is searching for experienced candidates for the position of school clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for school clerk

- Assists the Executive School Secretary in day to day duties as needed
- Performs other duties as directed by the school principal/site administrator(s)
- Act as main point of contact for stakeholders (alumni, faculty, staff, students, and prospective students) requesting support from the Marketing and Communications team
- Coordinate and execute tasks and requests for Marketing and Communications team from intake to final completion
- Communicate information proactively to meet needs of a variety of internal constituents, including leadership (Dean, Associate Deans and Directors), faculty, students, and staff, with a focus on delivering consistent messages
- Coordinate project work and communication with external vendors, such as printers, photographers, graphic designers, videographers, and copywriters, to support marketing and communication team work
- Coordinate presentation and promotion of Isenberg School of Management's calendar of activities in a way that adheres to a consistent standard of quality for the Isenberg brand
- Use on line marketing and digital promotion tools, such as Drupal-based website, social media accounts, and email communications, to share updates, information, news, events, and press, ensuring content is published regularly and to all audiences
- Performs various related office duties as assigned
- Assists teachers in preparing instructional material, as required

Qualifications for school clerk

- Strong proclivity to be self-directed and motivated with the ability to work independently
- Ability to adjust to changing situations
- High school diploma and five years of related administrative experience
- Basic computers skills including word processing and email
- Ability to access and use the Internet
- Ability to maintain confidentiality of student records and information

School Clerk S Manual

WJ Hussar



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