

**Angel of God Resource Center, Inc.**  
***Job Description TOP/IYIP Enrollment Clerk***

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Job Title: Enrollment Clerk  
Reports to: Project Director

Job Goal: To support increased student achievement by providing efficient services to the IYIP/TOP program. MS Office proficient and knowledge/ work experience with social media.

Requirements: Associate's Degree, effective written and oral communication skills, good interpersonal and office management skills, and must have the ability to complete assignments with minimal supervision and to work under pressure to meet demanding deadlines. Knowledge of automotive services is a plus but not required.

GENERAL RESPONSIBILITIES: These statements are intended to describe the general responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required:

- Receive and greet all visitors and calls in a professional, polite and tactful manner; provide assistance as appropriate; refer visitors and calls to other employees, officials, or departments as warranted;
- Maintain office equipment, inventory, office cabinets in an orderly manner for department use;
- Compose and edit correspondence, memoranda and forms required of the department;
- Prepare appropriate reports and paperwork as requested;
- Use effective positive interpersonal communication skills; and
- Complete all student enrollment processes to include meeting with parents, students new to the IYIP/TOP program, explaining and providing enrollment forms, collecting enrollment forms, and entering student data into the Illinois Worknet;
- Maintain, provide, and track applications, finger print cards, and background authorizations for employee candidates;
- Sort incoming mail and certify and take outgoing mail to post office on a daily basis;
- Direct telephone calls to appropriate areas and take messages for the Project Director;
- Distribute and send faxes as needed;
- Fill the administration copiers with paper, toner and maintain an inventory of toner for program services.
- Receive and inventory UPS and FEDEX deliveries and have appropriate departments pickup deliveries;
- Maintain confidentiality as required and appropriate;
- Maintain non-contract employee timesheet records; and
- Perform other duties and responsibilities as may be required by the Project Director.
- Maintain office calendar for the agency, gathering from all sites
- Pass background check