



University of New Haven

Administrative Clerk IV
One Stop Shop – Registrar's Office
Search #21-04C & 21-05C

The University of New Haven, founded on the Yale campus in 1920, is a private, coeducational university that has been recognized by The Princeton Review and U.S. News & World Report for academic excellence. Located between New York City and Boston in the shoreline city of West Haven, the University is a diverse and vibrant community of nearly 7,000 students from across the globe.

Within the University of New Haven's colleges and schools, students immerse themselves in a transformative, career-focused education across engineering, health sciences and healthcare, business, law enforcement and public service, the liberal arts and sciences, and the fine arts.

More than 100 academic programs are offered, all grounded in a longstanding commitment to collaborative, interdisciplinary, project-based learning. The University of New Haven ranks among the top universities in the Northeast and boasts nationally ranked programs in a number of majors across business, criminal justice, health sciences, engineering, cybersecurity, forensic science, and the liberal arts and sciences.

Here, the experience of learning is both personal and pragmatic, guided by a distinguished faculty who care deeply about individual student success. As leaders in their fields, faculty members provide the inspiration and recognition needed for students to fulfill their potential and succeed at whatever they choose to do.

Under the leadership of President Steven H. Kaplan, who was named the sixth president in 2004, the University has experienced significant growth — both in enrollment and in the expansion of the University's West Haven campus. Full-time undergraduate enrollment has more than doubled, and first-year applications have nearly quadrupled.

Over the last decade, the University has completed more than \$300 million in major capital projects while launching 26 new academic programs. The University has also added campuses in Tuscany, Italy, and Orange, Conn.

For more background on the University of New Haven please visit: www.newhaven.edu

The University of New Haven: [Campus tour given by students and an overview message from President Steve Kaplan.](#)



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Position Description

Perform complex, time sensitive, administrative and general clerical work, in addition to specialized clerical and administrative assignments that are unique to the assigned department

CORE FUNCTIONS:

- Receive, classify and process time sensitive information such as student records, faculty schedule changes and assignments, purchase orders, invoices, correspondence, reports, and catalogues for filing
- Update and maintain information in EMS, Acalog, ERP, (Banner, Datatel, etc.) and other systems associated with the department
- Gather information needed to process university forms by interfacing with administrative Offices, students, parents and faculty.
- Make appropriate decisions based on information gathered from administrators, students and faculty when answering UNH email`
- Compose general correspondence and emails to students/faculty/staff and outside agencies
- Make appointments and maintain schedules are required by respective departments
- Data entry and retrieval in ERP system and other systems
- Gather and collate statistical information for departmental reports.
- Develops and maintains filing systems as needed
- Develop and maintain vendor lists and appropriate data bases
- Answer phones and greets visitors
- Typing, Photo Copying, Faxing, and Scanning
- Maintain departmental schedules
- Operate office equipment
- Open, sort and distribute mail
- Inventory office supplies
- Prepare requisitions for materials and supplies
- Specific job duties will be developed by the hiring department

EDUCATION

- High School Degree Required

QUALIFICATION AND SKILLS REQUIRED FOR POSITION

- A minimum of three (3) years of clerical office experience with data entry experience, preferably in a higher education environment
- Ability to type with accuracy



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- Knowledge and skills in Microsoft Word, Excel and Outlook and an ERP system (i.e. Banner, Datatel, etc.)
- Strong interpersonal and customer service skills; ability to maintain a positive attitude and approachable demeanor when dealing with administrative staff, faculty, students, preferred vendors and the public
- Ability to work independently as well as a member of a team and adhere to deadlines
- Ability to communicate in a professional, clear and concise manner both verbally and in writing
- Ability to work in a collaborative manner with peers and colleagues
- Basic math skills
- Ability to operate office equipment and to adapt to new data processing skills
- Professional appearance and demeanor
- Ability to maintain strict confidentiality of sensitive and private information

University of New Haven Diversity, Equity, Inclusion, and Belonging Vision

The University of New Haven is an Equal Opportunity Employer and a diverse institution which celebrates, respects, and values individuals of all social identities. We believe that as members of the university community, our socio-cultural differences ignite intellectual growth and foster a culture of understanding that embraces our ever-changing society.

HOW TO APPLY:

If you have the qualifications we are looking for and are interested in working for an institution where the experience of learning is both personal and pragmatic and one that is guided by a distinguished faculty who care deeply about individual student success, we want to hear from you! Please submit a cover letter and resume which will remain confidential to hrdept@newhaven.edu.