

Job Profile

Job Profile Name:	Convocation Clerk
Job Code:	CADA-00005
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of low complexity and the incumbent performs them using precise instructions provided by his/her immediate supervisor or other team members.

Typical Functions:

1. Greets clients and answers general inquiries with a positive attitude.
2. Issues line-up cards to graduates.
3. Monitors area and ensures clients' needs are met.

Minimum Education, Certification and Experience:

- High School Diploma with minimal or no experience