

General Information

Position Title:
Registration Clerk

Department:
College Events & Scheduling

Date:
January 2021

Reports to:
College Events & Scheduling Staff

Location:
COVID-19 Testing Center

**FLSA
Classification:**
Temporary

Position Summary

The Registration Clerk will use both the Hamilton College COVID-19 Testing database and the Lab database to register participants for COVID-19 testing. They will verify participant's identity and distribute testing materials.

Responsibilities (Essential Functions) Include % of time spend for each Essential Function

- Ask participant for ID (HillCard, Driver's License or eMocha badge)
- Check off or add appointment in College Testing Database
- Create test order in lab database
- Direct participant to test observer
- Keep testing supplies stocked
- Ensure physical distancing inside the testing area
- Must wear a college-approved face covering at all times
- May be cross-trained for Greeter/Floater if needed

Education and Previous Experience Requirements

- High school diploma or equivalent
- Customer service experience
- Solid computer literacy/general software use experience

Knowledge, Skills, and Abilities

- Outstanding customer service skills
- Ability to work with people of diverse backgrounds and abilities
- Ability to process information quickly and accurately
- Ability to deal with multiple priorities and high-pressure situations