VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Student Accounts Receivable Clerk</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Fiscal Affairs</td>
</tr>
<tr>
<td>DATE TO BE FILLED:</td>
<td>Immediately</td>
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<tr>
<td>RANK OR POSITION AND SALARY RANGE:</td>
<td>Open</td>
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BRIEF DESCRIPTION OF RESPONSIBILITIES: The Student Accounts Receivable Clerk provides clerical and customer support in areas of the Business Office. The applicant will perform a variety of supportive accounting duties relating to student scholarships and loans; post and maintain student records and participate in the preparation of a variety of statistical reports and analyses. Specifically, the applicant will perform Cashiering and Student Accounts Receivable duties to include operating a cash drawer, writing receipts, cashing checks, running student registration forms, calculating and correcting student billing charges, answering questions and providing information to students and parents with regards to the student account.

QUALIFICATIONS: The applicant should have good communication skills and be able to work effectively in assisting students, parent and colleagues. Applicant must efficiently operate a 10-key calculator, personal computer and associated software such as Outlook, Word and Excel. He or she must have the ability to maintain confidentiality of records and information, must work effectively with colleagues and students by practicing punctuality, must be able to reach deadlines, and must have the ability to detect and solve problems effectively. The applicant must also maintain student files accurately and have the ability to handle multiple tasks simultaneously. Preference will be given to applicant with at least 2 years of relevant experience.

SPECIAL INFORMATION: The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a letter of interest and resume to:

Ms. Patricia Pegues, Personnel Coordinator
Rust College
150 Rust Avenue
Holly Springs, MS  38635
Telephone: (662) 252-8000 ext. 4010 (Personnel Office)  Fax: (662) 252-8863
E-Mail: ppegues@rustcollege.edu

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until a qualified applicant is found
POSTING DATE: June 5, 2015

Rust College is an equal opportunity/affirmative action employer