**JOB TITLE:** Secretary, Part Time  
**DEPARTMENT:** Instruction  
**LOCATION:** Union Campus  
**FLSA:** Non-Exempt  
**LEVEL:** 103  
**REPORTS TO:** Coordinator of Academic Services  
**DATE:** 07/01/2012

**POSITION SUMMARY:** Provide day to day support in the maintenance and update of publications, documents, print materials, other manuals and handbooks, and web based materials. Duties include publication support plus general office support; work on academic publications and reports; work on special projects; and provide general assistance to the Coordinator of Academic Services and the Office of Instruction.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of high school/GED; one year secretarial related experience.

**ESSENTIAL TASKS:** Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.

- Prepare, organize and ensure accuracy of materials in the Office of Instruction.
- Provide general office support and back up in scheduling, minutes, and other work, as needed.
- Perform secretarial duties to include primarily report preparation, promotional materials, program materials, degree and program information, and material on the website; proofreading all work to ensure accuracy.
- Maintain records related to all reports and documents pertaining to Office of Instruction.
- Support assessment reporting efforts and assist in the preparation of the annual report.
- Support functions related to the class schedule and student loads.
- Maintain appropriate office files.
- Attend meetings as required; participate in the work flow for Academic Council.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:**

**College:** Demonstrated knowledge of the principles of office management and of modern office procedures, systems and equipment; ability to apply this knowledge to difficult problems; knowledge of the Family Educational Rights and Privacy Act (FERPA).

**Department:** Well developed spelling, grammar and proofreading skills; knowledge of general office procedures and filing systems; knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; Effective telephone communication skills, including ability to obtain and provide information verbally; detailed-oriented; ability to handle confidential material judiciously; ability to handle conflict resolution with patience and poise; ability to independently identify and undertake additional tasks to be accomplished; ability to shift quickly between several tasks without loss of continuity; ability to tactfully relate to a variety of people;
general knowledge in accounting; time management skills; ability to organize and coordinate functions and tasks, with frequent interruptions.

COMMUNICATION SKILLS: Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to read and interpret documents; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to verbalize understanding of a problem or situation, ask relevant questions for clarification, and explain it to others; good oral and written communication skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty, and the general public.

EQUIPMENT AND SOFTWARE: Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; use office machines such as telephones, fax machines, copiers or calculators; effective keyboarding skills and knowledge of related software for the preparation of publications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

- **Vision:** See in the normal visual range with or without correction.

POSITIONS SUPERVISED: None

Signatures

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date  Supervisor Signature/Date

**DISCLAIMER:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.