

SECRETARY TO ACADEMIC DIVISION CHAIRPERSONS & ACADEMIC FACULTY

GENERAL STATEMENT:

Provides secretarial support for academic division chairpersons and faculty.

REPORTS TO:

Division Chairpersons, Assistant Vice President of Instruction for Academic Education and Institutional Planning

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years office experience; Experience in an educational environment is preferred.

OTHER:

Good computer/word processing and typing skills; Minimum of 55 wpm net required. Good organizational and telephone skills; Ability to operate office equipment; Must have good public relations skills and the ability to work well with other employees; Knowledge of Microsoft Office 2000.

DUTIES AND RESPONSIBILITIES:

- Provide secretarial support to division chairs within Academic Education.
- Provide backup secretarial support to Assistant Vice President of Instruction for Academic Education and Institutional Planning.
- Assist with UIL, Career Day, Poetry Contest, and Essay Contest.
- Serve as a liaison to part-time academic faculty.
- Provide secretarial support to division chairpersons, academic faculty and the Dean of Distance Learning.
- Maintain records for grade sheets and class rolls for distance education.
- Maintain enrollment and grade records for VCT Colleges
- Assist with WebCT instructors and students.
- Assist in the batch uploading of students into WEBCT.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 09/27/07

JD115