

## **SECRETARY/CLERICAL ASSISTANT, HEALTH SCIENCE CENTER**

### **GENERAL STATEMENT:**

Serves to manage the development of the health occupations syllabi and to assist the office manager as needed.

### **REPORTS TO:**

Provost, Health Science Center

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

At least two (2) years work experience as secretary/clerk; Type 45 wpm with accuracy; Ability to use all office equipment; At least two (2) years experience with computers.

#### **OTHER:**

Personal appearance, conduct, and interpersonal skills acceptable for working with staff/public; Able to follow through on instructions, set priorities; Be organized and complete daily responsibilities independently; Computer literate.

### **DUTIES AND RESPONSIBILITIES:**

- Type syllabi.
- Make copies and file as needed.
- Maintain classroom and counselor schedules.
- Assist administrative assistant with clerical duties.
- Answer telephones and direct program inquiries to appropriate channels.
- Assist with coordination and registration for continuing education classes.
- Participate on assigned committees.
- Assist with the Medical Terminology course.
- Maintain minutes of the meetings.
- Send out recruitment list.
- Maintain the boxes in faculty workroom.
- Assist as needed in library and bookstore.
- Assist Provost with maintenance of clinical affiliation agreements.
- Assist Counselor with processing of applications for Health Occupations programs.
- Proctor exams as needed.
- Process tuition payments and installment plans.
- Assist with HESI registration and exams.
- Other duties as assigned by appropriate supervisory personnel.

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**PHYSICAL REQUIREMENTS:**

- \* Within the general range of an office environment.
- \* May include irregular evening or weekend hours.

*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.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

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*Supervisor's Signature*

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*Date*

*Approved: 09/20/95 Revised: 02/28/08*

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