

SECRETARY, PALESTINE CAMPUS

GENERAL STATEMENT:

Assist the provost in the attainment of the educational objectives of the institution.

REPORTS TO:

Provost, Palestine Campus (through Administrative Assistant)

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years recent work experience in a business office setting.

OTHER:

Good communication skills; Demonstrated skills at meeting and greeting the public; High degree of computer proficiency.

DUTIES AND RESPONSIBILITIES:

- Assist the provost in all areas of College operation including typing and filing of daily correspondence, scheduling appointments, travel arrangements, and other community involvements.
- Assist with physical plant organization for registration on the Palestine Campus.
- Maintain campus facility calendar and classroom schedule for the Palestine Campus which includes classroom usage for each semester and use by outside agencies.
- Assist with answering incoming telephone calls. Provide answers to questions regarding all aspects of College procedures: registration, admission, dropping and withdrawal, and community services.
- Provide College services at the business office window by answering questions regarding all aspects of College operations. Operate system computer, collect money for various College functions, assist with daily bank, posting, etc.
- Collect insufficient check monies through correspondence with check writers and the local District Attorney's office.
- Order office supplies for instructors and office personnel and keep inventory of all College forms.
- Record and collect grade sheets, class rolls, first-day handouts, and other instructional materials.
- Maintain listing of employee checks and distribute checks to employees on payday.
- Assign workstudy students in various departments with supervisor's agreement and collect and send their time sheets to payroll department. Maintain workstudy student records, copies, and pertinent documentation.
- 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: 03/27/07

JD241