JOB DESCRIPTION

Position: Academic Secretary

Departments: Department of World Languages, Literatures, and Cultures; Department of Philosophy; Department of Religious Studies

FSLA Status: Non-Exempt

Scope: Provide administrative and secretarial support to faculty, including special projects, office workflow, academic support, appointments, correspondence, grant proposals, budgets, data compilation and records control. May perform duties of a sensitive and confidential nature. The position requires independent judgment and knowledge of the college policies. Perform a variety of duties on own responsibility under conditions where there is little opportunity for direct supervision. Will frequently deal with students, department supervisors, and the public (community, outside reviewers, parents, visitors, etc.)

BASIC RESPONSIBILITIES
• Provide secretarial support to full and part time faculty and staff
• Maintain Office
• Maintain master calendar
• Open, date, sort, and screen incoming mail
• Receive visitors and assist as necessary
• Manage departmental budgets
• Supervise student worker
• Perform other duties as assigned

SPECIFIC RESPONSIBILITIES
Provide secretarial support to full and part time faculty and staff
• Prepare correspondence and reports requiring the use of word processing equipment, personal computer or online computer terminal.
• Direct preparation of records such as departmental teaching schedules, agendas, notices, and resolutions for departmental meetings. Prepare special and recurring departmental reports by gathering data from various sources, compiling, and typing data. May revise special forms and department documents.
• Set up and type financial, statistical and textual report from worksheets.
• Locate and compile information and format reports, graphs, tables, records, and other sources of information. Assemble and categorize facts and figures for written computation and calculations.
• Use various software applications such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.
• Compose and type routine correspondence (requires knowledge of departmental operations and regulations.)
• Request desk and/or exam copies of books. Place book orders through college bookstore.
• Monitor make-up exams and quizzes for faculty.
• Secure instructional materials from library as needed.
• Track course proposals submitted to Curriculum Committee and ensure they are listed on the College catalog.
• Prepare major/minor lists for each department.
• Prepare graduation clearance reports for each department.
• Collect office hours from all faculty each semester, compile master list, and post appropriate.
• Prepare, distribute, and collect course evaluation packets for all courses each semester.
• Prepare, distribute, and collect college liability waiver forms for student internships and field trips.
• Work with the Registrar’s Office to input each department’s course schedule into Archway system, and assist chairs with coordinating schedules.
• Review college webpages for each department and suggest updates or corrections.

Maintain Office
• Open, date, sort, and screen incoming mail.
• Maintain department-specific records through retrieving, retaining, storing, compiling, coding, updating, and destroying files as appropriate.
• Keep files in an orderly manner and prepare filing system directions for other users.
• Maintain current list of key holders. Provide and collect keys from others as appropriate.
• Order office supplies for departments. Purchase occasional supplies from local retailers.
• Ensure office equipment is in working order.
• Submit work orders as needed.
• Answer written, telephone, and in-person inquiries regarding departmental procedures.

Coordinate Events
• Maintain master calendars for departments and Language Lab.
• Arrange programs and meetings by scheduling classrooms, meeting rooms, issuing information, coordinating speakers, and controlling event budget.
• Make travel and accommodate arrangements. Prepare necessary documentation for honorarium requests and ensure timely receipt of check for speaker.
• Set up meetings as instructed or as required, notifying all necessary parties.
• Coordinate special projects and events, office activities, and committee meetings.
• Help coordinate special projects and events; office activities; and committee meetings.

Manage departmental budgets.
• Monitor monthly expenditures and maintain balanced accounts.
• Prepare budget-related documents for review and approval by supervisor.
• Keep all membership dues of various societies, organizations, and subscriptions up-to-date.
• Process check requests, cash requests, travel expense forms, deposits, and other financial documentation. Keep record of forms submitted.

Supervise student worker
• Hire, train, and supervise student worker.
• Prepare appropriate paperwork for Work Study/Campus Employment positions as needed.

**Qualifications:**
• High school diploma required.
• Two years secretarial experience required
• Excellent interpersonal and communication skills are essential. Must possess composure, tact, diplomacy, and discretion in confidential matters.
• Working knowledge of Microsoft Office Suite.
• Working knowledge of general office equipment.
• Knowledge of a language taught in the Department of World Languages, Literatures, and Cultures preferred.
• Excellent organizational skills.
• Ability to anticipate and plan for cyclical activities.

**Physical Characteristics:**
• This position requires sitting for long periods of time, as well as some bending and stooping when working with files. This position does have some limited lifting involved but not more than 10 pounds at a time. Quite a bit of finger/hand dexterity is involved in regards to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.