Department: Student and Outreach Services
FLSA Status: Non-exempt
Grade/Level: Classified
Work Schedule:
- Monday-Thursday 8:00-6:00
- Friday 8:00-12:00
- As needed by supervisor

Job Status: Full Time
Reports To: Dean of SOS and CIS Director
Amount of Travel Required: As needed
Positions Supervised:
Contract Length: 12 months

RESPONSIBILITIES:
Process and distribute incoming and interoffice mail
Process outgoing bulk mailings
Process incoming phone calls
Arrange for, set-up, and facilitate program meetings
Print and photocopy correspondence and reports
Assist with the completion of materials for monthly and quarterly reports related to project objectives
Assist in the completion and processing of interoffice reports
Monitor office supplies
Maintain documentation for monitoring purposes
Maintain current information on all personnel files
Maintain the Youth Services Coordinator’s campus budgets by preparing, tracking, and closing purchase orders and check requests
Assist in communication between Youth Services Coordinators and program office
Complete other duties as assigned by the Program Director.

QUALIFICATIONS:
- Comfortable with office and secretarial procedures
- Computer literate
- Oriented toward teamwork
- Proficient in English usage, spelling, business letter writing, and basic accounting
- Ability to organize and operate easily within a busy office environment
- Familiarity with aspects of program planning and/or public school education
- Comfort with a variety of computer applications, including word processing, data base, spreadsheet, and graphics package
- Commitment to high-level customer service
• Enthusiasm for quality
• Strong human relations skills
• Good problem-solving skills
• Resourcefulness

EDUCATION AND EXPERIENCE:
• High school degree required; some college desirable.
• Two years’ experience in a secretarial or clerical position required; supervisory and training experience required; computer experience required.

SIGNATURES:

__________________________________________  ____________________________
CIS Program Secretary                        Date

__________________________________________  ____________________________
Dean/SOS and Director of CIS                  Date

__________________________________________  ____________________________
Vice President for Student and Outreach Services Date

__________________________________________  ____________________________
President                                    Date