SECRETARIAL ASSISTANT FOR ALLIED HEALTH

Job Description

Department: Allied Health

Job Status: Full-time

FLSA Status: Non-exempt

Reports To: Dean of Allied Health

Grade/Level: Classified

Amount of Travel Required: As needed

Work Schedule: Positions Supervised: None

Monday – Thursday 8:00 – 6:00
Friday 8:00 – 12:00
Or as assigned by supervisor

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Dean of Allied Health, this position assists in the daily operations of the Allied Health Programs by maintaining and handling all records and communications within the program and by receiving students and visitors.

MAJOR RESPONSIBILITIES:

- Answers the phones and transfers calls in a pleasant manner.
- Gives correct information, and takes accurate messages.
- Types memos, letters, purchase orders, travel requests, grant proposals, reports and other related documents.
- Assists students/visitors by answering questions and providing directions.
- Arranges for photocopying and printing.
- Keeps the center supplied with all necessary intake forms, books, and instructional and testing materials.
- Trains and supervises work-study students.
- Coordinates travel arrangements for the director.
- Oversees the maintenance and repair of the equipment in the center.
- Keeps a calendar to remind Director of special events such as college and staff meetings, etc.
- Schedules appointments for the Director.
- Maintains student files and progress reports and enters data into a computerized database system.
- Registers students and tutors for program services.
- Serves as a liaison between the Director and grant partners.
- Demonstrates excellent organizational skills.

MINIMUM QUALIFICATIONS:

1. Job Knowledge and Skills Requirement:
   - **Knowledge Required**
     Knowledge of office skills, methods and procedures; deal effectively and cooperatively with staff and the public; basic math and budget procedures; English usage, grammar, business letter writing, spelling and punctuation.
b. **Skills Required**
   Ability to work independently, organize work load, follow verbal and written directions, choose alternatives, maintain records, compose letters, operate equipment, excellent computer skills, and supervise student help. Dynamic self-starter required to assist staff.

2. Physical and Mental Requirements:
   a. **Physical Requirements**
      Sedentary; frequent sitting, reaching, occasional lifting from floor; carrying; bending; frequent near vision use for reading; frequent hearing use; frequent stressful conditions
   b. **Mental Requirements**
      Frequent cognitive decision-making

3. Education and Experience:
   **Education Required and Experience**
   - High school diploma or equivalency required
   - College degree or certificate preferred
   - One year experience working with the public
   - Secretarial and clerical experience required.

4. Environmental:

   This position is an inside office position with minimal safety/health hazard potential.

Signatures:

________________________  __________________________  ____________________
Secretarial Assistant      Date

________________________  __________________________
Dean of Allied Health      Date

________________________  __________________________
Ex. Vice President for Instruction  Date

________________________  __________________________
President                  Date