SECRETARIAL ASSISTANT TO BUSINESS TECHNOLOGY BUILDING (AND EXTENSIONS) FACULTY

Department: Workforce Development
FLSA Status: Non-exempt
Grade/Level: Classified

Work Schedule:
Monday - Thursday 8AM - 6PM
     Friday 8AM - 12PM
     Or as assigned by the supervisor

Job Status: Full Time
Reports To: Associate Vice President for Workforce Development

Amount of Travel Required: As needed
Positions Supervised:

GENERAL STATEMENT OF DUTIES:

The secretary assists faculty in the Business Technology Building and Extensions with clerical tasks related to instruction and other job related tasks. The secretary also assists the part-time faculty that teaches in the building and extensions.

MAJOR RESPONSIBILITIES:

1. Type exams, memos, letters, book orders, P.O.’s, drop notices, travel requests, and schedules for each semester.
2. Type programs and create fliers for music and art departments.
3. Answering telephone, taking messages.
5. Arrange for photocopying and printing.
6. Arrange with LRC for delivery of AV equipment for faculty.
7. Maintain supplies for copy machines and teaching supplies.
8. Pick up faculty mail from administration building/distribute mail.
9. Assist with special mailings regarding faculty projects.
10. Train work-study students.
11. Keep calendar reminding faculty of due dates: book orders, class schedules, etc.
12. Posting fliers, posters for upcoming events.
13. Faxing letters, P.O.’s to companies.
15. Inform students, by phone and posting notices on doors, of class cancellations/changes.
16. Deliver messages to students.
17. Maintain filing system for full-time and part-time instructors.
18. Prepare mailboxes for full-time and part-time instructors.
19. Prepare office hours schedules for full-time instructors.
20. Assist with faculty travel arrangements.
21. Assist with students/visitors by answering questions and providing directions.
22. Assist with any handicapped instructor: provide assistance to and from meetings.
25. Making sure workroom is clean.
26. Preparing documentation for review committees and governing agencies such as the Texas Higher Education Coordinating Board, TCLEOSE, Texas Cosmetology Commission, and NATEF.
27. Other related duties that may be assigned.

MINIMUM QUALIFICATIONS:

Education and Experience
- High school diploma or GED
- Two years’ experience in a secretarial, clerical, or assistant position required.

Job Knowledge and Skill Requirements
Basic office skills; works well with the faculty, staff, and public; understands basic budget procedures; English usage grammar, standard business letter format, spelling, punctuation, vocabulary, telephone etiquette.

Self-starter, works well independently, prioritizes workload, works well under pressure (deadlines), 50-70 w.p.m. accurately; follows directions-verbal and written, maintains accurate filing system, aware of college policies and procedures, able to operate basic equipment (FAX machine, copy machine, 10-key calculator, Scantron machine; computers, printers, projectors, scanners, other office equipment), supervise and train work-study students.

Physical and Mental Requirements
Physical:
Frequent sitting, standing, reaching, walking, occasional lifting from floor, carrying, bending, kneeling, frequent near vision use for reading and computer work, frequent hearing use, frequent typing for extended periods, occasional lifting heavy packages.

Mental:
Understanding basic concepts of confidentiality and privacy, frequent decision making, ability to determine and act upon the urgency of a given situation or task. Ability to deal with stressful situations, communicating successfully with a variety of personalities daily, ability to calmly inform students of emergency situations (illness, death, dangerous weather, etc.) and offer assistance when needed.

Environmental:
This position is an inside office position but requires frequent walking in all weather conditions between campus buildings. Care should be taken during extreme temperatures and stormy conditions; minimal safety/health hazard potential.
Signatures:

__________________________________________  ____________________________
Secretarial Assistant                        Date

__________________________________________  ____________________________
Associate Vice President for Workforce Development Date

__________________________________________  ____________________________
Executive Vice President for Instruction      Date

__________________________________________  ____________________________
President                                     Date