NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Secretary for Continuing Ed and Corporate Training

Department: Continuing Ed/Corp Train.  
Job Status: Full Time
FLSA Status: Non-Exempt  
Reports To: Coordinator of Cont. Ed. & Corp Training
Grade/Level: Classified IV
Amount of Travel Required: No travel required
Work Schedule:  
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor
Positions Supervised: None

PURPOSE: The Secretary for Continuing Education and Corporate Training will work to assist the Coordinator to achieve the goals and objectives of the Continuing Education and Corporate Training department by performing a variety of difficult and complex secretarial duties requiring administrative detail and accuracy. The Secretary has major responsibilities in meeting the goals and objectives of the department in the areas of student services, course programming, student registration and management, graphic design publications, maintenance of the department webpage, and general office supervision including the supervision of student workers. The position will maintain confidential data on all Continuing Education students. This is a highly responsible position in a major college area.

MAJOR RESPONSIBILITIES:

Student Services:
• Advises prospective students about program, course, and financial aid information both over the phone, by email, and in person.
• Coordinates the registration of students for continuing education and corporate training programs.
• Processes registrations, gathers all necessary data for state, coordinating board, or other official reporting purposes, and enters data into mainframe computer.
• Processes transcripts and certificates.
• Responsible for advising, registration, customer service, and other “front-line” tasks as required.

Course Planning, Student Registration, and Management:
• Assists with the programming of continuing education courses including contract training, personal enrichment, and grant funded projects in a number of selected areas.
• Prepares marketing materials, including graphic design publications and maintenance of the department web site.
• Inputs information on all classes into the student information system.
• Prepares and maintains grant funded student records, grant partner information, and assists in grant reporting as requested.
• Responsible for agency billings, including securing and maintaining “promise-to-pay” letters as well as preparing actual bills and reconciling payments.
• Assists in the preparation of state-required and other statistical reports (e.g., OOC, OOA, 114, etc.), as well as required grant funded reports.
General Office Supervision:
• Responsible for the organization and maintenance of a complex filing system.
• Processes time sheets and generates payroll as required by the Human Resources office.
• Assists with brochures, flyers, news releases, public service announcements, newspaper ads, bulk mailings, and college website to promote classes as needed.
• Assists with special recognition ceremonies as needed.
• Assists with supervision of other staff as employed by the department.
• Assists with program evaluations.
• Serves on departmental and college committees as needed.
• Performs other tasks as assigned by supervisor.

Competency Statement(s)
• Communication - Ability to communicate verbally and in writing clearly and concisely.
• Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
• Detail Oriented - Ability to pay attention to the minute details of a project or task.
• Enthusiastic - Ability to bring energy to the performance of a task.
• Friendly - Ability to exhibit a cheerful demeanor toward others.
• Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
• Interpersonal - Ability to get along well with a variety of personalities and individuals.
• Reliability - Dependable and trustworthy in fulfilling responsibilities.
• Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
• Graphic Design Capability – Ability to develop skills in the use of InDesign or other graphic design software for the purpose of designing and producing department publications.

QUALIFICATIONS:
Education: High school diploma/GED required; Associates Degree preferred.

Experience: Minimum of two (2) years in a secretarial or clerical position.

Skills and Abilities:
Knowledge Required:  
Office management methods, and procedures; good interpersonal skills for dealing effectively and cooperatively with staff and public; basic math and budget procedures; understanding of English grammar and usage, business letter writing, spelling, punctuation, and vocabulary; telephone etiquette.

Skills Required:  
Office skills, work independently; organize work load; type a minimum of 50 words per minute accurately; follow oral and written directions; exercise sound judgment; maintain office records; compose letters; learn college policies and procedures; work well under stress; operate basic office machines (copier, fax); comfortable with technology; adaptable to change; working knowledge of Microsoft Office applications software; experience using Internet; and ability and willingness to develop graphic design skills.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

**Physical and Mental Requirements**

Ability to maintain concentration level while dealing with interruptions. Attention to details, with emphasis on accuracy in data entry. Capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans. Walking; standing; good listening skills; frequent stressful conditions; sitting for long periods of time; lack of mental impairment; frequent decision making ability.

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

**SIGNATURES:**

_____________________________________________  ______________________
Secretary for Continuing Education & Corp Training  Date

_____________________________________________  ______________________
Coordinator of Continuing Education & Corporate Training  Date

_____________________________________________  ______________________
Associate Vice-President for Workforce Development  Date

_____________________________________________  ______________________
Executive Vice President for Instruction  Date

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President  Date

Job Description Developed: 2014
Reviewed: 2/2014
Prepared by: Kevin Rose, Diana Hall