NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Secretary for Naples/Omaha Center

Department: Student and Outreach Services
Job Status: Full-time

FLSA Status: Non-exempt
Reports To: Director of Educational Services/Morris County

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 Director of Education Services for Morris County, this position assists in the daily operations of the Naples/Omaha Center by maintaining and handling all records and communications within the center and by receiving students and visitors.

MAJOR RESPONSIBILITIES:

• Answer the phones and transfer calls in a pleasant manner.
• Give correct information and take accurate messages.
• Type memos, letters, purchase orders, travel requests, grant proposals, reports, and other related documents.
• Assist students/visitors by answering questions and providing directions.
• Arrange for photocopying and printing.
• Keep the center supplied with all necessary intake forms, books, and instructional and testing materials.
• Train and supervise work-study students.
• Coordinate travel arrangements for the staff.
• Oversee the maintenance and repairs of the equipment in the center.
• Keep a calendar to remind staff of special events, such as college and staff meetings, etc.
• Keep an inventory of all equipment, supplies, books and materials purchased for the center.
• Schedule appointments for the Coordinator.
• Maintain student files and progress reports and enter data into a computerized database system.
• Register students and tutors for program services.
• Assist in arranging staff and advisory committee meetings.

MINIMUM QUALIFICATIONS:

1. Job Knowledge: 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.

2. **Skills Required:** Ability to work independently, organize work-load, follow verbal and written directions, choose alternatives, maintain records, compose letters, operate equipment, supervise and train student help.

3. **Physical Requirements:** Sedentary; frequent standing, sitting, reaching, walking, occasional lifting from floor, carrying, bending, frequent near vision use for reading, frequent sitting and hearing use, frequent stressful conditions.

4. **Mental Requirements:** Frequent cognitive decision-making.

5. **Education and Experience:** High School diploma or equivalency required. A minimum of two years secretarial experience.

6. **Environmental:** This position is an inside office position with minimal safety/health hazard potential.

**Signatures:**

__________________________________________________________
Secretary for Naples/Omaha Center                     Date

__________________________________________________________
Director of Educational Services/Morris County         Date

__________________________________________________________
Associate Dean of Outreach Services                   Date

__________________________________________________________
Vice President for Student and Outreach Services       Date

__________________________________________________________
President                                             Date