NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Secretary for Upward Bound

Department: Upward Bound
Job Status: Full-time
FLSA Status: Non-exempt
Reports To: Director of Upward Bound
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 general supervision of the Director of the Upward Bound program, the Secretary for the Upward Bound program provides personal & telephone reception for Upward Bound office and staff; performs clerical and secretarial duties; maintains calendar, filing, record keeping system, and budget ledger for the Upward Bound staff.

MAJOR RESPONSIBILITIES:

- Serve as the Upward Bound project office manager.
- Provide personal and telephone reception for Upward Bound office and staff and direct telephone calls and individuals to the appropriate staff person.
- Perform other clerical and secretarial duties at the direction of the Project Director.
- Develop and manage calendar for the Upward Bound Staff.
- Establish and maintain an organized filing and record keeping system for program records.
- Maintain current ledger on program expenditures and ledger of budget items.
- Format and prepare Upward Bound newsletter.
- Enter data into the Upward Bound Data Base.
- Generate forms, reports, etc. as required.
- Work closely with the Project Director and the counselor/coordinator.
- Work on weekends, or evenings as deemed necessary.
- Other duties as may be assigned by the Project Director.

MINIMUM QUALIFICATIONS:

Qualifications Required:
- Minimum of high school diploma or equivalent and two years experience in general office management.
- Must be familiar with databases, able to do spreadsheets, generate reports.
- Must be familiar with a variety of software applications.
- Word processing experience in Microsoft word.
- Must be highly organized.
- Must be detail oriented and able to handle multiple tasks.
- Ability to establish rapport with students and staff.
• Good verbal and written communication skills.

**Qualifications Preferred:**
• Bachelor’s degree in office technology or computer science.
• General office management experience.
• Experience in public speaking.
• Individuals with background similar to students served by the Upward Bound program.
• Sensitive to the needs of disadvantaged students.

**Signatures:**

__________________________________________  ______________________
Secretary for Upward Bound  Date

__________________________________________  ______________________
Director of Upward Bound  Date

__________________________________________  ______________________
Associate Dean of Outreach Services  Date

__________________________________________  ______________________
Vice President for Student and Outreach Services  Date

__________________________________________  ______________________
President  Date