



## **DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION**

**POSITION TITLE:** ACADEMIC SECRETARY, PART-TIME (37.5 hours/week, approx. 41 weeks/year)

**PERSONNEL CLASSIFICATION:** OFFICE SUPPORT STAFF - NONEXEMPT

**DEPARTMENTS:** CLASSICS, COMMUNICATION STUDIES, EDUCATIONAL STUDIES, ENGLISH, HISTORY, PHILOSOPHY/RELIGIOUS STUDIES, AND SOCIOLOGY & ANTHROPOLOGY

**POSITION SUPERVISOR:** VICE PRESIDENT FOR ACADEMIC AFFAIRS

**DEPARTMENT HEAD:** VICE PRESIDENT FOR ACADEMIC AFFAIRS

**PRIMARY DUTIES:** May include, but are not necessarily limited to the following:

1.) SECRETARIAL SUPPORT- Provide secretarial support, such as reception (personal & telephone, including maintaining phone menus), word processing, duplicating, filing, mail distribution, etc., for assigned academic departments. Examples of responsibilities in this area may include, but are not limited to the following:

- A.) Direct students to professors, classes, etc. and respond to student questions,
- B.) Produce numerous mailings (i.e., Bernice Fox contest, Eta Sigma Phi, Thompson Lecture, Archaeological Society, etc.), including creating, printing and collating certain mailing materials,
- C.) Scanning documents and materials as appropriate,
- D.) Troubleshoot routine photocopier problems (i.e., replace toner/print cartridges, replace paper, fix jams, provide general assistance to users, etc.),
- E.) Complete student paperwork for new and renewal memberships to professional organizations, requisition corresponding payment as needed,
- F.) Produce certificates for various programs, including contests, honorary societies, and Honors Day.
- G.) Provide direct support services to Educational Studies for 8-10 hours weekly.

2.) OFFICE MAINTENANCE- Maintain inventory of general office supplies and equipment such as paper, envelopes, pens, print cartridges, toner cartridges, test (blue) booklets, file folders, etc., for assigned academic departments.

- 3.) TROTTER LAB- Maintain printer supplies (paper, toner, etc.).
- 4.) STUDENT WORKERS- Oversee and direct student workers including assignment and review of work.
- 5.) REQUISITIONS- Generate and track departmental requisitions for purchase orders and payment. Maintain associated files.
- 6.) CONFIDENTIALITY- Maintain utmost degree of confidentiality with regards to examinations, letters of reference, academic grades, etc.

**GENERAL AND OCCASIONAL DUTIES:** May include, but are not necessarily limited to the following:

- 1.) BACKUP- Provide clerical backup for other departments when needed.
- 2.) EXAMINATION PROCTOR- If needed, proctor examinations for absent faculty.
- 3.) OTHER- Other duties as assigned by VPAA.

**GENERAL EXPECTATIONS OF POSITION:** Regular attendance on the job as scheduled is an essential function of the position. Maintain regular and timely work hours as assigned by immediate supervisor and approved by Personnel Office. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

**WORK RELATIONSHIPS:** Reports to departmental chairs and the Director of Personnel; works directly with departmental faculty and may supervise student workers. Daily contact with students, staff, faculty, and public.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** High school diploma.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Must be able to work independently and as a team member. Excellent word processing, organizational and interpersonal skills. Proven ability to work courteously and effectively in a service-oriented, multi-tasked office. Proficiency in software programs, such as Word, WordPerfect, and spreadsheets (i.e., Excel, etc.) to fulfill related responsibilities listed above. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**PHYSICAL REQUIREMENTS:** Work is normally performed in a typical office setting with some travel on campus required, especially during campus visit events:

- Sitting in a normal seated (stationary) position for extended period of time.
- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.

- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to traverse campus.
- Occasionally required to move or transport (lift) items weighing up to 15 pounds.

Regular attendance at work, as scheduled, is also required. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** The whole or any portion of this Description may be added to, amended, or deleted at any time by the Director of Personnel or position supervisor with the approval of the Director of Personnel.

**DISTRIBUTION:** One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.