

Seward County Community College
Structured Compensation - Job Description
Industrial Technology Division Secretary

Data Year: 2015

Prepared On: 12/06/2017

Department:	Industrial Technology	Grade:	8
Reports To:	Dean of Industrial Technology & Continuing Ed	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	T Combs, Dr T Carter	Effective Date:	10/10/2017
		Revised Date:	10/10/2017

Role:

This person serves as point of contact and assists in the day-to-day operations of the division. Responsibilities include assisting the dean and faculty members as well as general office functions such as data entry, scheduling of facilities, vehicles, and travel, organizing and maintaining paper and electronic files and assisting students as needed.

This person will serve as the liaison between students, area high schools, and the college in events planning and scheduling details associated with opportunities for dual credit students and their families. They'll be responsible for coordinating attendance and grades with area high school counselors for students attending the Industrial Technology division.

Essential Functions & Responsibilities:

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|---|-----|---|
| E | 25% | Maintain budget expenditures and receivables for all division programs. |
| E | 20% | Maintain semester schedules, textbook requisitions, leave requests, inventory, syllabi, division web pages and social media, marketing/advertising, and activities and travel arrangements using Banner, Access, Excel, and Word processing software. |
| E | 20% | Coordinates with area high school counselors and/ or principals on important dates, deadlines, hourly attendance, and weekly grades. |
| E | 10% | Maintain office supplies and classroom equipment inventory. Collects and distributes incoming and outgoing mail. Creates documents, copies and/or send correspondence for the division. Records minutes of meeting as needed. |
| E | 10% | Act as receptionist for the division, helping with general inquires, providing directions, and supporting students. |
| E | 5% | Create documents, makes copies, and sends correspondence for the division. Perform other duties required by the dean and faculty members, which may include filling in for faculty in their absence with various duties or activities and supervising the division's student workers. |
| E | 10% | Manage and maintain updated student information in Banner and PowerSchool. |

Performance Measurements:

1. Prepare and/or assist in the preparation of college, KBOR, and grant reports and submits them in a timely manner.

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2. Provide confidential administrative support to the division, including screening and handling of telephone communications, greeting and directing visitors, managing inquiries as appropriate and serves as the primary contact and liaison between the office, students, and the public.
3. Coordinate meetings, division activities, and makes appointments and travel arrangements.
4. Gather, enter, and update data to maintain departmental, Perkins, Capital Outlay, and grant budgets.
5. Establish and maintain files and records for the office and processes bills for payment.
6. Build Industrial Division class schedules in Banner and make appropriate changes or cancellations for Industrial division class schedules.
7. Prepare and assist in the preparation of required/ assigned reports and submit in a timely manner.
8. Provide confidential administrative support to the departmental divisions to include screening and handling of telephone communications, managing inquiries as appropriate and serve as the primary contact and liaison between office, students, and area high schools.
9. Gather, enter, and update data to maintain departmental records and databases. Establish and maintain files and records of the college area high schools.
10. Prepare and send reports about student information regarding the dual credit high school students each semester and student information for follow up reporting, attendance, and third party certifications.
11. Gather, compile, and report all information on Credit Technical Education (CTE) program students/ graduates as requested in a timely manner.
12. Maintain accurate files of program information, student success information, and records for state and national reports.
13. Prepare and send out student information regarding Industrial Technology Division high school and post high school students each semester and student information for KBOR/Perkins follow up reporting and third party certifications.
14. Maintain a professional work environment and business like appearance.
15. Maintain specified office hours of accessibility to students, faculty, and the dean.

Knowledge and Skills:

Experience	Six months to two years of similar or related experience. Successful completion of online Banner training within the first two weeks of employment is an expectation.
Education	A two-year college degree or completion of a specialized course of study in office procedures and/or office management at a business or trade school.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.

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Other Skills

Knowledge of:

Administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, data entry, process documentation, record keeping, filing, copying, scanning, faxing, and other office procedures and terminology
Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Business and management principles involved in strategic planning, resource allocation, human resources, leadership technique, production methods, and coordination of people and resources.

Office computer programs, procedures, equipment. (Microsoft Office, Office 365, file management, calendar, and email)

Accounts payable and customer service etiquette.

Skill:

Talking to others to convey information effectively. Reasoning and conflict resolution skills, human relations, and communication skills.

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Understanding written sentences and paragraphs in work related documents.

Communicating effectively in writing as appropriate for the needs of the audience.

Managing one's own time and the time of others.

Abilities to:

Read and understand information and ideas presented in writing.

Communicate information and ideas in writing so others will understand.

Listen to and understand information and ideas presented through spoken words and sentences.

Communicate information and ideas in speaking so others will understand.

Speak clearly so others can understand you.

Quickly and accurately compare similarities and differences. Ability to establish priorities and to complete tasks in a timely manner. Work with frequent interruptions.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 2 hours at one time with a total of 6 hours

Standing for a period of 30 min at one time with a total of 1 hour

Walking for a period of 30 min at one time with a total of 1 hour

Lifting up to 25 lbs. occasionally

Carrying up to 20 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling

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Bending, squatting, and climbing occasionally
Keyboarding 5 hours daily

Work Environment Typical office environment and occasionally work after hours or weekend during program/
requiting events.
Occasionally travel to main campus and area high schools.
Occasionally perform physical activities requiring considerable use of arms and legs and
moving of whole body.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature