

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Analysis / MSHPERD Division Secretary**

Data Year: 2019

Prepared On: 06/20/2019

---

Department:	Math/Science/HPERD	Grade:	8
Reports To:	Dr. William Bryan Division Chair	Classification:	Non-Exempt
	Math, Science, HP		
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Dr. William Bryan Division Chair	Effective Date:	08/01/2019
	Math, Science, HP		
		Revised Date:	06/17/2019

**Role:**

Assists in the day-to day operations of the Math, Science, HPERD Division. Responsibilities include assisting the Dean of Instruction, division chair, and division faculty, working with students and the public; performing general office functions such as bookkeeping, keyboarding documents and data entry; organizing and assisting with special events' and performing other related work as required. May supervise work study students. Also assists Institutional Research and Data Analyst pulling data and preparing reports.

**Essential Functions & Responsibilities:**

- |   |     |   |
|---|-----|---|
| E | 15% | Maintains budget expenditures and receivables for the math/science/PE division.   |
| E | 15% | Maintains 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 | 10% | Assists with large project including collecting, entering, and organizing data.   |
| E | 5%  | Maintains supplies for Math, Science, HPERD Division office, classrooms, printers, copiers and is responsible for upkeep of office equipment, collects and distributes incoming mail, and delivers outgoing mail to mail room   |
| E | 15% | Acts as receptionist for the division, helping with general inquiries, providing directions and advice, encouragement and support to students.  |
| E | 10% | Creates documents, makes copies and sends correspondence for the division. Performs other duties required by division faculty members, the division chair and the Dean of Instruction. Duties may include filling in for faculty in their absence and supervising the division student workers. |
| E | 5%  | Assists in organizing special division events.  |
| E | 25% | Assist Office of Assessment and Research with data collection and reporting.  |

**Performance Measurements:**

1. Proficient in computer usage and other office machines.
2. Keeps all assigned files and records current and well organized.
3. Assures accuracy in data entry and other work products.
4. Manages and meets the workload requirements and established deadlines of the job.

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Analysis / MSHPERD Division Secretary**

Data Year: 2019

Prepared On: 06/20/2019

---

5. Works independently.
6. Maintains a friendly, professional work environment within the division/department office and relationships with students, faculty, alumni, and visitors to the division office.
7. Proficient with written and oral communications skills to ensure all correspondence is free of spelling, typographic, and grammatical errors.
8. Demonstrates the ability to gather facts and develops solutions when problems occur.
9. Offers suggestions/solutions for improving office operations and productivity, if appropriate.
10. Punctual to work each day and dresses in a professional manner.

**Knowledge and Skills:**

Experience	Six months to two years of similar or related experience.
Education	(1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.
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.
Other Skills	<p>Knowledge:</p> <p>Should have six months to five years of similar or related experience.</p> <p>Should have as Associate's Degree or certification of a specialized program or course of study in business or office management at a business school.</p> <p>Should have knowledge of administrative and clerical procedures and systems such as word processing, electronic database management, organizing files and records, and other office procedures and terminology.</p> <p>Should have knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, alphabetizing and grammar.</p> <p>Skills:</p> <p>Should be proficient in Microsoft Office programs.</p> <p>Should be able to learn new computer programs quickly.</p> <p>Should be a fast and accurate typist.</p> <p>Should be able to do basic bookkeeping and mathematic functions.</p> <p>Should be able to effectively communicate both orally and in writing.</p> <p>Should be able to manage one's own time and the time of others effectively.</p> <p>Should be able to use logic and reasoning to assess situations and identify solutions when problems arise.</p>

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Analysis / MSHPERD Division Secretary**

Data Year: 2019

Prepared On: 06/20/2019

---

**Abilities:**

Should be able to handle interruptions and still stay on task.

Should have high attention to detail.

Should be able to meet and interact with students, other employees, and the public and get along with a variety of personalities.

Should be able to see details at close range.

Should be able to listen, understand and respond with clarity to oral information.

Should be able to read, understand and respond in writing to written information.

Should be able to deal calmly and effectively with high stress situations due to overlapping deadlines.

Should possess high ethical standards.

**Physical  
Requirements**

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

Sitting for a period of 3 hours at one time with a total of 7 hours

Standing for a period of .25 hour at one time with a total of .5 hour

Walking for a period of .25 hour at one time with a total of .5

Lifting up to 5 lbs frequently and 6 to 25 lbs occasionally

Carrying up to 25 lbs occasionally

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

Bending and reaching above shoulder level occasionally

**Work Environment** Typical office environment. May occasionally work a weekend or evening during special events.

**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