

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Secy Humanities And Social Science**

Data Year: 2018

Prepared On: 04/03/2019

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Department:	Humanities	Grade:	8
Reports To:	Division Chair	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	D. Workman	Effective Date:	08/10/2015
		Revised Date:	04/03/2019

**Role:**

Position assists in the day-to-day operations of the division. Responsibilities include assisting the division chair and division faculty members, working with the public, general office functions, and performing related duties as required. The position may require supervising student workers. Work is performed during the academic year.

**Essential Functions & Responsibilities:**

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|---|-----|--|
| E | 30% | Maintains budget expenditures and receivables, semester schedules, textbook requisitions, syllabi, division web pages, inventory, and activities and travel arrangements by using Banner, Access, Excel, and Word. |
| E | 30% | Acts as receptionist for the division, helping with general inquiries, providing directions, relaying messages to the appropriate person, and working with students and the public.                                |
| E | 15% | Prepares concert, play, and musical posters, programs, and tickets; prepares bulk mailings; and oversee ticket sales in the office and at the door during the performance.   |
| E | 10% | Maintains office supplies, filing, office calendar, correspondence, and delivers outgoing and incoming mail.   |
| E | 10% | Performs duties required by division faculty members. This may require filling in for faculty in their absence with various duties/activities, and/or supervising the division student worker.                     |
| N | 5%  | Performs other duties as assigned.   |

**Performance Measurements:**

1. Schedule and organize work to meet established deadlines.
2. Organize files and records which are easily accessible upon request.
3. Insure that all correspondence is free of spelling, typographic and grammatical errors.
4. Proficient in technical skills.
5. Makes decisions which are sound and timely.
6. Maintains a professional work ethic/environment as measured through supervisor's observation and evaluation.
7. Uses constructive feedback to improve performance.
8. Accepts assignments with a positive attitude and responds effectively to the changing needs of the department.

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**Knowledge and Skills:**

Experience	Six months to two years of similar or related experience.
Education	A two year college degree.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills	Knowledge in: <ul style="list-style-type: none"><li>a) English language (written and oral).</li><li>b) Clerical-computer skills and general office equipment.</li><li>c) Customer service.</li><li>d) Microsoft Office (Word, Excel, Publisher, and basic knowledge of Access)</li></ul> Skills: <ul style="list-style-type: none"><li>a) Professionalism.</li></ul> Abilities: <ul style="list-style-type: none"><li>a) To learn additional computer software such as Adobe Creative Suites and Banner as needed.</li><li>b) To be positive when interacting with public, faculty, and students.</li><li>c) To maintain confidentiality of information.</li><li>d) To work extra hours at certain times of the semester.</li><li>e) To work with frequent interruptions.</li></ul>
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly.  Sitting for a period of 1 hour at one time with a total of 6 hours Standing for a period of 1/2 hour at one time with a total of 1 hour Walking for a period of 1/4 hour at one time with a total of 1 hour Lifting: up to 5 lbs. frequently and 6-20 lbs. occasionally Carrying: up to 5 lbs. frequently and 6-20 lbs. occasionally Repetitive Action: use of right and left hand for simple grasping, pushing and pulling, fine manipulating and keyboarding up to 5-6 hours per day. Bending, squatting, and crawling occasionally and reaching above shoulder level frequently
Work Environment	Regular exposure to favorable conditions such as those found in a normal office.

**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.

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

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Printed Employee Name

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Date

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Employee Signature