

Seward County Community College
Structured Compensation - Job Description
Secy Ag Bus and Pers Svcs

Data Year: 2017

Prepared On: 11/10/2017

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|--------------------|---|----------------------|------------|
| Department: | Ag, Bus, & Pers Serv Division | Grade: | 8 |
| Reports To: | Division Chair | Classification: | Non-Exempt |
| Supervises Direct: | 0 | Supervises Indirect: | 1 |
| Approved By: | VP of Academic Affairs & Dr. Todd Carter | Effective Date: | 11/01/2015 |
| | | Revised Date: | 09/21/2017 |

Role:

This position serves as point of contact and assists in the day-to-day operation 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. Position days of work are August through May each year.

Essential Functions & Responsibilities:

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|---|-----|---|
| E | 50% | Maintain budget expenditures and receivables, semester schedules, textbook requisitions, updated syllabi, division webpages, inventory, and assist with planning activities and travel arrangements. |
| E | 30% | 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 | 15% | Act as receptionist for the division, helping with general inquiries, providing directions and supporting students. |
| E | 5% | Perform other duties required by the dean and division faculty members, which may include filing in for faculty in their absence with various duties or activities and supervising the division student workers. |

Performance Measurements:

1. Prepares and/or assists in the preparation of college, KBOR, and grant reports and submits them in a timely manner.
2. Provides 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. Coordinates meetings, division activities, and makes appointments and travel arrangements.
4. Gathers, enters, and updates data to maintain departmental, Perkins, and grant budgets.
5. Establishes and maintains files and records for the office and processes bills for payment.
6. Builds accurate division class schedules in Banner and makes appropriate changes and cancellations for division class schedules.

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7. Prepares and sends out student information regarding division high school and post high students each semester and student information for KBOR/Perkins follow up reporting and third party certifications.
8. Maintain a professional work environment and businesslike appearance.
9. Maintains specified office hours of accessibility to students, faculty, and the dean.
10. Gathers, compiles, and reports all requested information on program students and graduates accurately and in a timely manner.
11. Maintains accurate program information, student success information, and records for local, state and national reports.

Knowledge and Skills:

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|-----------------------|---|
| 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. |
| Other Skills | <p>Knowledge:</p> <p>12 months of similar or related experience. Clerical procedures. Microsoft Office applications, specifically Word, Excel, and Outlook. Successful completion of online Banner training within the first two weeks of employment is an expectation.</p> <p>Skills:</p> <p>Office computer programs and procedures (e.g. word processing, spreadsheets, managing files, calendar, and email). Office equipment (e.g. keyboarding, filing, copying, scanning, faxing, answering phones, taking messages, data entry). Basic mathematics. Reasoning and conflict resolution skills, human relations, excellent organizational skills, ability to learn additional software packages the college may acquire, excellent oral and written communication skills. Establish priorities complete tasks in a timely manner.</p> <p>Abilities:</p> <p>Ability to work with frequent interruptions.</p> <p>Ability to work in stressful situations.</p> <p>Ability to read and understand information.</p> <p>Ability to resolve conflicts in a professional manner.</p> <p>Ability to work with diverse cultures and personalities.</p> |
| Physical Requirements | <p>Physical requirements are based on an 8 hour work day and may vary slightly.</p> <p>Sitting for a period of 3 hours at one time with a total of 3 hours</p> <p>Standing for a period of 3 hours at one time with a total of 3 hours</p> |

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Walking for a period of 2 hours at one time with a total of 2 hours
Lifting up to 10 lbs. frequently and up to 50 lbs. occasionally
Carrying up to 10 lbs. frequently and up to 50 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling
Use both feet for repetitive movements as in operational functions
Bending, squatting, and reaching above shoulder level occasionally
Keyboarding 3 4 hours daily
Drive a vehicle and be exposed to dust fumes and gases occasionally

Work Environment Typical office environment occasionally
Overnight trips for games and recruiting required.
Performs 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