

Seward County Community College
Structured Compensation - Job Description
ABE Secretary

Data Year: 2018

Prepared On: 10/01/2018

Department:	Adult Learning Center	Grade:	7
Reports To:	Dean of Instructional Technology & Continuing Ed	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	T Combs	Effective Date:	02/07/2008
		Revised Date:	08/20/2018

Role:

This position will assist students to reach levels of educational proficiency necessary to obtain and maintain employment. He/She will support students as they attempt to reach their educational, personal, and professional goals.

Essential Functions & Responsibilities:

- E 20% Completes requisitions for purchase orders, provides POs to vendors, tracks item delivery. Provides document for appropriate program director approval. Maintains budget documents as required by grant.
- E 20% Maintains semester schedules, textbook requisitions, inventory, syllabi, division web pages and activities and travel arrangements using Banner, Contribute, Access, Excel, and Word.
- E 25% Facilitates and acts as point of contact for Adult Education. Creates and compiles student rosters, assists with scheduling of student exams, proctors/grades exams and reports required data to numerous parties while maintaining timely communication with all entities.
- E 10% Maintains office supplies and classroom equipment inventory. Collects and distributes incoming and outgoing mail. Creates documents, copies and/or send correspondence for the division. Record minutes for meetings as needed.
- E 5% Manages and maintains updated student information in Banner and PABLO.
- E 5% Acts as receptionist for the division, helping with general inquiries, providing directions and supporting students.
- E 8% Creates documents, makes copies, and sends correspondence for the division. Perform other duties required by the dean and division faculty members and supervising the division's student workers.
- E 7% Assist with bookkeeping, place and track supply orders, prepare basic reports, and collect fees. Assist in preparing related reports, deposits, and reconciling accounts and other activities.

Performance Measurements:

1. Facilitates and acts as point of contact for Adult Education. Creates and compiles student rosters, assists with scheduling of student exams, proctors/grades exams and reports required data to numerous parties while maintaining timely communication with all entities.
2. Prepares and/or assists in the preparation of college, KBOR, and grant reports and submits them in a timely manner.

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3. 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.
4. Coordinates meetings, division activities, and makes appointments and travel arrangements.
5. Gathers, enters, and updates data to maintain departmental, Perkins, Capital Outlay, and grant budgets.
6. Establishes and maintains files and records for the division to include admission applications.
7. Prepares and/or assist in the preparation of required/assigned reports and submits in a timely manner.
8. Gathers, enters, and/or updates data to maintain departmental records and databases. Establishes and maintains files and records of the college.
9. Maintain accurate files of program information, student success information, and records for local, state and national reports.
10. Gather, compile, and report all information on Adult Education program students/graduates as requested in a timely manner.
11. Maintain a professional work environment and business like appearance.
12. Maintains 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.
Education	A two-year college degree or completion of a office procedures and/or office management course of study at a business or trade school.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.
Other Skills	<p>Knowledge (areas of specialty or expertise prior to hiring):</p> <p>Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, transcription, designing forms, and other office procedures and terminology.</p> <p>English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p> <p>Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</p>

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Computers and Electronics - Knowledge of processors, electronic equipment and computer software including application.

Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership technique, production methods, and coordination of people and resources.

Skills: (proficiencies needed to execute the job duties; earned through training or experience):

Speaking – Bilingual is a must. Talking to others to convey information effectively.

Active Listening - 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.

Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

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

Time Management – Managing one’s own time and the time of others.

Abilities: (qualities innate to the individual):

Written Comprehension – The ability to read and understand information and ideas presented in writing.

Written Expression - The ability to communicate information and ideas in writing so others will understand.

Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Speech Clarity – The ability to speak clearly so others can understand you.

Perceptual Speed – The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

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**Physical
Requirements**

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

Sitting for a period of 2.5 hours at one time with a total of 5 hours

Standing for a period of 1 hour at one time with a total of 2 hours

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

Lifting up to 50 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

Bending, squatting, and climbing occasionally

Reaching above shoulder level continuously

Keyboarding 5 hours daily

Work Environment Typical office environment.

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