

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Secy Business And Industry**

Data Year: 2017

Prepared On: 11/10/2017

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Department:	Business and Industry	Grade:	6
Reports To:	Dir of Business and Industry	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Dir of Business and Industry	Effective Date:	10/02/2007
		Revised Date:	10/16/2013

**Role:**

To provide clerical support for supervisor and department.

**Essential Functions & Responsibilities:**

- E 40% Enrolls students and maintains paperwork and procedures for on and off-campus courses and special projects.
- E 30% Maintains correspondence and contact information for special committees; schedules meeting rooms; forwards correspondence to committee members and appropriate college personnel; and maintains supplies for special events.
- E 15% Performs secretarial duties including documentation of scheduling and travel arrangements, and appointments, leave requests, and budget expenditures and receivables. Maintains office supplies and submits work requests; collects and distributes incoming mail, delivers out-going mail to mail room; creates documents, copies, and /or sends correspondence for the department; records minutes of meetings; invoices accounts receivable; and maintains a calendar of events for the department and college web site. Prepares mailings.
- E 5% Answers telephone, transfers calls and relays messages to the appropriate individuals.
- E 5% Works in cooperation with the scheduling facilitator as needed.
- N 5% Performs other duties as assigned by the director.

**Performance Measurements:**

1. To schedule and organize work to meet established deadlines.
2. To insure that all correspondence is free of spelling, typographic and grammatical errors.
3. To keep all assigned files and records current and well organized.
4. To maintain a friendly, professional work environment and attitude when working with others.
5. To work a minimum of 40 hours per week, with additional hours approved by the supervisor.

**Knowledge and Skills:**

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|----------------------|--|
| Experience           | Six months to two years of similar or related experience.  |
| Education            | A high school education or GED.  |
| Interpersonal Skills | A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or |

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sensitive nature. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.

**Other Skills**

Good oral and written communication skills; must be able to operate general office equipment including calculator/10-key, copy machine, telephone; may be required to do lifting. Working knowledge and experience in using Microsoft Office applications and the ability to learn additional software packages the college may acquire. Bulk mailing experience is a plus.

**Physical  
Requirements**

**Work 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.**

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Printed Employee Name

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Date

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Employee Signature