Saint Michael's College
Job Description

Job Title: Faculty Secretary (core functions/generic)

Department: Academic Affairs

Supervisor or Manager: Assistant to the Provost/Supervisor of Faculty Secretaries

Date Created: 7/20/2005       Last Revised: 7/20/2005       FLSA Status: NE

Approved by (print name): ________________________       Signature: ________________________

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Secretarial support is coordinated and provided for department chairs, directors and faculty as assigned

Essential Duties and Responsibilities:
- Creates and maintains a vast number of informational documents for internal and external distribution which may include syllabi, handouts, exams, templates, distribution lists, evaluations, mailings, letters of recommendation, brochures and surveys
- Performs a wide range of receptionist duties and acts as a liaison with faculty, staff, students and external entities
- Assists in organizing meetings and special events
- Processes requests for payments, monitors department budget and reconciles expenses with budget reports
- Orders and maintains an inventory of office supplies as well as paper and toner cartridges for printers shared by numerous academic departments
- Maintains copier and inventory of supplies in various locations
- Trains and supervises work-study students assigned to department
- Works with other Faculty Secretaries as part of faculty secretarial support and back-up team

Secondary Responsibilities:
- Monitors and assists faculty with computer questions or printer problems

Positions Supervised:
- Work-study students

Position’s Major Contacts:
- SMC faculty, staff, students and alumni
- Vendors
- General public

Demonstrates Excellence in this Position:
- Exudes a positive and welcoming manner at all times
- Is extremely self-motivated and self-directed with the ability to work as an effective team member
- Works well with deadlines and time constraints
- Displays highly effective organizational, interpersonal and oral/written communications skills
- Attends to all matters with a high level of accuracy and attention to detail
- Exercises utmost discretion and respect in handling of confidential information
- Works continually to improve the organization and efficiency of the programs by streamlining procedures
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**Education and Work Experience Required:**
- High school diploma plus some post-secondary education, work experience, or specialized training
- Previous experience working in an office environment

**Analytic Skills Required:**
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills Required:**
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills Required:**

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**Licenses, Certifications and Other Requirements:**
- None required

**Physical Demands:**
- Work is often performed in a typical office environment requiring:
  - Sitting in a normal seated position for extended periods of time
  - Reaching by extending hand(s) or arm(s) in any direction
  - Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
  - Communication skills using the spoken word
  - Vision sufficient to see within normal parameters
  - Hearing sufficient to hear within normal range

While performing the duties of Faculty Secretary, the employee is occasionally required to lift and/or move 10-25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- None

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.