Saint Michael's College
Job Description

Job Title: Faculty Secretary, Education

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:
• The affairs of a busy academic office are coordinated
• High level administrative/secretarial support is provided for the Education Department and assignments of secretarial support for other academic departments are completed
• A liaison exists from the Education Department to faculty, staff, students, alumni, and external entities such as schools, principals, cooperating teachers, and the Vermont Department of Education

Essential Duties and Responsibilities:
• Coordinates and implements office services for the head of the Education Department and other full-time and adjunct faculty as assigned
• Analyzes operating practices such as record keeping systems, forms control and creates new systems or revises established procedures as required
• Performs a wide range of administrative duties and acts as a liaison with faculty, staff, students, and external entities including schools, principals, cooperating teachers, and the Vermont Department of Education
• Utilizes the many programs in Microsoft Windows XP to create syllabi, handouts, exams, templates, distribution lists, evaluations, mailings, letters of recommendation, surveys, etc.
• Creates and maintains a vast number of informational documents for internal and external distribution
• Keeps 300+ student licensure portfolios for Elementary and Secondary Education students, and maintains files for those students completing requirements and recommended for licensure to the Vermont Department of Education
• Drafts, distributes, and follows up on numerous documents distributed to students, faculty, and external constituents
• Contacts, coordinates, and follows up on identifying school placements for students in the introductory education course with 40-60 students per semester
• Tabulates feedback from surveys of principals, cooperating teachers, students, and alumni each semester
• Creates and maintains lists and databases of Praxis testing scores and licensure recommendations for undergraduate and graduate education students
• Compiles data from various sources and creates reports for the Vermont Department of Education as required for federal Title II reporting
• Verifies completion of requirements and licensure recommendations to the Vermont Department of Education and licensing offices outside of Vermont
• Attends meetings sponsored by the Vermont Department of Education regarding changes in testing requirements and licensing regulations
• Creates brochures, programs, and flyers for department-sponsored activities
• Monitors department budget and reconciles expenses with budget reports
• Distributes and follows up on contracts and payroll forms to cooperating teachers/supervisors to facilitate timely payments
• Creates table of information used by Human Resources Department to generate teaching contracts for Graduate Education faculty and adjuncts
Maintains a database of faculty adjunct information used in determining levels of compensation for individuals teaching in Graduate Education programs
Coordinates and arranges for meetings and special events including dinners for principals, cooperating teachers, and honor ceremonies
Organizes dinners for cooperating teachers each semester.
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 from various sources
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
- Assists with copier maintenance and operation as needed

Positions Supervised:
- Work-study students, as assigned

Position’s Major Contacts:
- SMC department chairs, faculty, staff, students and alumni
- Prospective/accepted students/parents (inquiries re: Education program) by phone or in person
- Principals and cooperating teachers in local schools
- Vermont Department of Education personnel
- General public

Demonstrates Excellence in this Position:
- Has highly effective organizational, interpersonal and oral/written communications skills
- Displays a self-motivated and self-directed work ethic with the ability to be an enthusiastic, contributing team member
- Works well with deadlines and time constraints and works effectively in a fast-paced and challenging environment.
- Exercises discretion and professionalism in handling confidential information

Education and Work Experience Required:
- Three to five years of relevant work experience or a combination of education and experience from which comparable knowledge and skills are acquired

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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<th>Working Knowledge</th>
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<td>Quark</td>
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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.