Saint Michael's College
Job Description

Job Title: Faculty Secretary, Academic Enrichment Center

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:
• A wide range of support activities are performed for various directors and coordinators at the College
• Other departments have a liaison to help resolve day-to-day administrative problems

Essential Duties and Responsibilities:
• Performs a wide variety of typing assignments that are often confidential in nature
• Operates personal computer to draft, edit, and revise various documents, tables, and desktop publishing materials
• Creates, maintains, and updates files and databases, and performs routine analyses of data for internal reports
• Directs students and visitors and answers inquiries concerning activities/operations of directors and coordinators
• Trains and oversees student workers
• Requisitions supplies, printing, maintenance, and other services
• Assists in the coordination and completion of special projects as assigned
• Schedules and coordinates meetings

Secondary Responsibilities:
• Provides assistance to staff regarding software problems and questions

Positions Supervised:
• None

Position’s Major Contacts:
• Associate Dean
• Internship Coordinator
• Director of Study Abroad
• Director of Institutional Research
• Faculty
• Liaison for Students with Special Needs

Demonstrates Excellence in this Position:
• Communicates effectively, orally and in writing
• Understands and follows specific instructions and procedures with minimal supervision
• Displays highly proficient word processing, data entry and database maintenance skills
• Exhibits efficiency and knowledge regarding supplies, operating basic office equipment, and/or ordering services
• Accomplishes tasks and assignments with extraordinary abilities for organizing and coordinating work at hand
• Maintains confidentiality of information consistently with professionalism and respect
• Creates and edits written materials with great skill and a sharp eye
Saint Michael’s College
Job Description
Job Title: Faculty Secretary (1)

**Education and Work Experience Required:**
- Associate’s degree or equivalent combination of education and experience

**Analytic Skills Required:**
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures

**Language and Literacy Skills Required:**
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills Required:**

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<th>None</th>
<th>Working Knowledge</th>
<th>Intermediate</th>
<th>Highly Proficient</th>
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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.