Saint Michael's College
Job Description

Job Title: Faculty Secretary, Library

Department: Academic Affairs

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

Date Created: 12/14/05 Last Revised: 12/14/05 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:**
- Incoming phone calls are answered; accurate information is on hand at all times to answer questions properly
- Faculty requests are accomplished such as photocopying, ordering books, making travel arrangements, typing of exams, letters, etc.
- Pertinent information is disseminated to students, parents, and visitors
- Outgoing mail is collected and distributed

**Essential Duties and Responsibilities:**
- Computer processes correspondence, exams and classroom work
- Answers incoming calls and in-person inquiries
- Updates website information
- Gains and maintains solid working knowledge of campus policies and requirements
- Assists with honor societies (DES, Phi Alpha Theta) and programs (Honors, Humanities, East Asian Studies)
- Guides department work-study to complete their assigned tasks
- Purchases and/or researches purchase of travel, office supplies, books, etc.
- Provides assistance with special events such as Vermont Press Association, New England Medieval Conference, Gregorian Chant Scholar, Vermont Academy of Arts and Sciences, etc.
- Eases transition of incoming faculty (new hires; adjuncts)
- Helps with event planning as needed such as public concerts, plays, films, lectures, etc.

**Secondary Responsibilities:**
- Performs research for class preparation or professor’s personal knowledge, as requested by faculty
- Pursues improved competency using computer systems
- Provides assistance to faculty regarding computer (software and hardware) problems and questions
- Attends various campus-sponsored functions, luncheons, lectures, concerts, films, etc.

**Positions Supervised:**
- Work-study student(s)

**Position’s Major Contacts:**
- Faculty of Fine Arts, Journalism, Modern Languages, History
- Faculty located within the library
- Outside vendors such as Child Travel, Office Max, etc.
- Parents, students, alumni, potential employees (faculty), potential students
- Campus staff—especially Library, Bookstore, Printing and Mailing, Purchasing, Security, Sodexho, Cashier’s Office, Deans’ and Provost’s Offices, Registrar’s Office
Demonstrates Excellence in this Position:
- Works well under pressure, with little notice at times, to accomplish tasks as quickly and effectively as possible
- Enjoys advancing knowledge in technology and teaches oneself finer points of computer programs
- Respectfully handles a variety of issues, situations, and levels of confidentiality
- Uses creativity in creating brochures, flyers and website information, etc.

Education and Work Experience Required:
- High school diploma plus some post-secondary education, work experience, or specialized training
- Previous experience in an academic atmosphere is useful, though not necessarily “required”

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>
<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.