Saint Michael's College
Job Description

Job Title: Faculty Secretary, Sciences

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:
- Administrative support for faculty is provided

Essential Duties and Responsibilities:
- Performs typing, photocopying, mailing, and computer support for faculty
- Orders and maintains office supplies for faculty use
- Handles processing, record keeping and other necessary procedures related to keeping departmental finances in order
- Coordinates all aspects of event planning for departments as needed
- Completes special projects as assigned
- Supervises work-study students

Secondary Responsibilities:
- None

Positions Supervised:
- Work-study students

Position’s Major Contacts:
- Department chairs
- Faculty
- Staff
- Students
- Telephone callers

Demonstrates Excellence in this Position:
- Handles tasks and assignments with highly effective organizational skills and pays close attention to details
- Takes responsibilities seriously and maintains confidentiality of information consistently with professionalism and respect
- Is an effective time manager when it comes to accomplishing assignments with competing demands
- Communicates effectively, orally and in writing
- Understands and follows specific instructions and procedures with minimal supervision
- Exhibits efficiency and knowledge regarding supplies, operating basic office equipment, and/or ordering services

Education and Work Experience Required:
- High school diploma plus some post-secondary education, work experience, or specialized training
- Previous clerical experience and/or office management background

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.

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Language and Literacy Skills Required:
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills Required:
- Microsoft Word: None / working knowledge / intermediate / highly proficient
- Microsoft Excel: None / working knowledge / intermediate / highly proficient
- Microsoft Publisher: None / working knowledge / intermediate / highly proficient
- Microsoft Powerpoint: None / working knowledge / intermediate / highly proficient
- Microsoft Outlook: None / working knowledge / intermediate / highly proficient
- Adobe Photoshop: None / working knowledge / intermediate / highly proficient
- Adobe Acrobat: None / working knowledge / intermediate / highly proficient
- Quark: None / working knowledge / intermediate / highly proficient
- Datatel: None / working knowledge / intermediate / highly proficient
- Internet Research: None / working knowledge / intermediate / highly proficient

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:
- Ability to gather and maintain knowledge of Saint Michael’s College procedures & policies

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.