

TITLE: Division Secretary for Language Arts and Humanities Division and Social Sciences Division

DEPARTMENT/DIVISION: Language Arts and Humanities Division/Social Sciences Division

DATE PREPARED: 01/03/2018

REPORTS TO: Language Arts and Humanities Division Chair and Social Sciences Division Chair

CLASSIFICATION: Classified Staff

POSITION SUMMARY

Under the direct supervision of Division Chairs, the Division Secretary will be responsible for ensuring professionally organized and managed division offices. The secretary will be responsible for greeting students and visitors, maintaining and organizing the daily operations of the offices, and completing and managing necessary administrative tasks within prescribed time frames. The Division Secretary will serve as the SSC Mailroom Clerk. In that role the Division Secretary will take responsibility for all mailroom functions under the direct supervision of the Administrative Assistant to the Vice President for Academic Affairs (VPAA). During specified periods when the Division Chairs are off-campus such as summer break and breaks between semesters, the Division Secretary will report directly to the VPAA. The Division Secretary will also serve as the campus switchboard operator at least two days per week and will assist the Division Chairs and the VPAA with additional responsibilities as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represent Seminole State College in the most positive manner with prospective, current, and former students, clients, suppliers, and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other clients of our services. Learn and adhere to the policies and procedures of Seminole State College.
- Uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning; and SSC's C.O.R.E Four: Compassion, Opportunity, Respect, and Excellence.
- Learn and adhere to Seminole State College policies and procedures. Submit required forms and reports (i.e. leave, travel, etc.) in accordance with divisional and college standards.
- Handle confidential information with tact and discretion.
- Communicate effectively. Answer division phone and email with proper etiquette. Answer questions, take messages, and route information or questions to appropriate personnel.
- Prior to and during first two weeks of each semester, check enrollment numbers on all classes offered by the division and communicate enrollment status to Division Chairs, paying special attention to those with low enrollment.
- Follow procedures outlined in the Academic Affairs Handbook.
- Follow Academic Affairs Adjunct Hiring Procedure. Prepare PARs as needed for faculty members and ensure that they are signed, submit to Division Chairs for approval, make copies to maintain on file, and deliver originals to Academic Affairs prior to the beginning of each semester.
- Complete and submit Course Addition Cancellation Change Forms to Academic Affairs as directed by Division Chairs.

- Collect electronic versions of course syllabi from all division faculty no later than the first week of each semester. Submit syllabi for the division to Academic Affairs no later than the second week of each semester.
- Pick up mail and distribute to appropriate personnel daily.
- Enter purchase requests into the computer system in accordance with SSC purchasing procedures. Once approved, process orders and follow-up on the paper work and notification on the item arrival. File and track all purchase orders and reconcile with the appropriate budget.
- Prepare and post faculty office schedules. Maintain a record of the door schedules for the division and submit electronic copies to Academic Affairs no later than the second week of each semester.
- Prepare and post classroom usage signs prior to the beginning of each semester for classrooms used by the division or as assigned. Keep classroom usage signs updated throughout each semester.
- Assist Division Chairs in maintaining division budget(s) and accurate financial records, keeping Chairs person updated regarding budget status.
- Maintain and coordinate the use of keys for the division and keep the division office secure.
- Supervise student workers. Monitor hours/time card for accuracy and budget and Affordable Care Act constraints. Assist Division Chairs in hiring of student workers.
- Maintain up-to-date divisional contact list (cell phone, address, email etc.) for all personnel within the division and revise and distribute each semester.
- Maintain and keep all personnel files current and accurate.
- Perform all duties of the Mailroom Clerk in accordance with mailroom guidelines under direct supervision of the Administrative Assistant to the Vice President for Academic Affairs (VPAA).
- Contribute to the production of class schedules and college catalogs as directed by Division Chair.
- Perform other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- File Division paperwork and maintain and organize other office and student files as needed.
- Attend division meetings, take minutes, maintain file of minutes, and disseminate to appropriate personnel.
- Maintain office supplies and divisional printers and replenish as needed.
- Greet all division visitors, assist students with specific questions as needed, and schedule appointments with the Division Chairs as appropriate.
- Complete and disseminate copy work as directed by Division Chairs.
- Notify students when classes are cancelled for the entire semester as directed.
- Post signs regarding cancelled classes as requested by Division Chairs.
- Correspond with and assist (train) full-time and adjunct faculty about important procedures, use of technology, upcoming events, and other division matters including travel claims, leave forms, and other required paperwork.
- Help coordinate and administer special events such as the Interscholastic Meet.
- Facilitate special events for division or other campus entities as assigned.
- Operate campus switchboard as needed under direct supervision of the Administrative Assistant to the Vice President for Academic Affairs (VPAA).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- High School diploma required with College course credit and three years clerical/secretarial experience preferred
- Computer competence in Microsoft Word, Microsoft Excel, e-mail, and internet
- Effective organizational skills and the ability to multi-task
- Effective interpersonal skills
- Professional oral and written communication skills
- Proof-reading and preparing error free final copies; Copying, routing, and filing of materials
- Motivated and self-directed requiring minimal supervision; Observe deadlines in a timely manner
- Ability to answer the phone in a professional manner, pick-up and transport material (copies, mail etc.) across campus

Applications will be accepted until the position is filled; however, for best consideration applications should be made by **January 17, 2018**. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, life insurance equivalent to two times contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. To apply please send a cover letter, resume, copies of all academic transcripts, and three current names and phone numbers of professional references to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

*SSC is an EEO employer committed to multicultural diversity.
SSC participates in E-verify.
Posted January 4, 2018*