

Department of Biology & Environmental Science

Administrative Secretary I – Full Time (35 hours per week)

The administrative secretary provides general administrative and secretarial support to the faculty of the Department of Biology & Environmental Science.

ESSENTIAL DUTIES:

- Answers and screens calls
- Directs callers and visitors to appropriate resource
- Greets and assists students, parents, faculty, administrators and visitors
- .Assembles processes and disseminates required paperwork and information to faculty and adjuncts.
- Enters necessary data to update E-PDO forms
- Sorts and distributes mail.
- Types and files a variety of documents including but not limited to correspondence, manuscripts, reports, charts, tables, and other documentation that may be required by the University in the course of business. Assembles attachments that may accompany correspondence.
- Creates, maintains, and updates files and records electronically or manually.
- Order books and completes required paperwork
- Process expense records
- Photocopies, Faxes or Scans material.
- Sets up appointments and coordinates meetings.
- Orders and maintains inventory of supplies
- Assist with special events planning and travel arrangements

SECONDARY DUTIES: As assigned by the department chair.

EDUCATIONAL REQUIREMENTS: High school degree required

QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Experience working in higher education environment is preferred.
- A minimum of three (3) years of secretarial experience
- Knowledge of Microsoft Word, Excel, PowerPoint and Outlook.
- Knowledge and experience with Banner a plus.
- Ability to learn and acquire new data processing skills.
- Ability to type with speed and accuracy.
- Internet navigation skills.
- Ability to gather, retrieve and organize data in a logical manner.
- Excellent interpersonal communication skills. Ability to communicate orally and in writing in a professional, clear and concise manner.
- Ability to work in a collaborative manner with peers and colleagues.

- Professional appearance and demeanor.
- Ability to multi-task and appropriately prioritize responsibilities in a fast-paced environment, with strong focus and attention to details and meeting deadlines.
- Strong interpersonal and customer service skills; ability to maintain a positive attitude and approachable demeanor when dealing with employees, students, faculty, administration and the public.
- Ability to maintain confidentiality of personal and sensitive information

The starting hourly wage is \$15.84. This is a clerical union position and salary is non-negotiable.

Please refer to Search #PC 14-02 when applying for this position.

Disclaimer: The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties through the individual hiring departments. Duties may vary from incumbent to incumbent in this job title.