Part-time Department Assistant – Business and Information Technology Department

Job Summary
Responsible for complex secretarial and clerical supporting functions of the department. Supports all functional areas of the department, and ensures the efficient operations of the office. Maintains the confidentiality of records and information.

Qualifications
- High School diploma or GED.
- Additional certification or degree in Secretarial Science.
- Minimum three (3) years of Senior Secretarial or administrative experience, preferably in business, industry or educational setting.
- Must have extensive computer experience.
- Must have advanced knowledge of Microsoft Office (Word, Power Point, Access, Excel) or other complementary software applications.
- Must have extensive experience interacting with all levels of external and internal clients.
- Must be able to work with little or no supervision.
- Must be able to make decisions supporting the department’s mission and goals.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
- Must have excellent communication skills, oral and written.
- Must have interpersonal skills, and the ability to work within a culturally diverse organization.
- Must be proficient in various types of computer programs and word processing applications.
- Competency in office skills, including proficiency with office equipment such as calculators, copier and fax machine.
- Must have a high level of professional appearance and demeanor.
- Ability to maintain a high level of confidentiality.
- Must have a working knowledge of business English, spelling, and punctuation.

Essential Functions
1. Reads, sorts, and routes incoming/outgoing mail to and from the department as required.
2. Composes, drafts, conducts research, and/or types all departmental regular and confidential correspondence, reports, and documents accurately and in a timely manner.
3. Maintains, updates, and organizes files and records for the department and posts information to records to ensure accurate documentation and timely retrieval of information and other complex documents. Prepares records.
4. Supervises and evaluates work-study/work-aid students and maintains an accurate log of their attendance/time.
5. Orders and maintains adequate, departmental supplies for administrative, secretarial/clerical, and/or faculty personnel use, ensuring conformance with the departmental budget. Processes student book orders.
6. Answers and routes all calls to the department in a courteous and professional manner and arranges conference calls when necessary.
7. Greets and routes all visitors to the department; responds to student, staff, and/or external inquiries regarding departmental procedures in a courteous and professional manner.
8. Provides secretarial/ clerical support to all departmental and/or university-appointed committees, sub-committees, programs, and faculty as necessary.
9. Responsible for registering students within the department.
10. Monitors, tracks, and reports to supervisor information regarding requirements, grade levels, etc.
11. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and makes travel arrangements.
12. Assists in the preparation of the budget.
13. All other relevant duties as assigned.

**Physical Demands**
Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.

**Work Environment**
The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.