

Classification Specification: Administrative Secretary

Classification Number: 16831
Effective Date: 04/14/2014

Pay Grade: 26
Current Exemption Status: Non-Exempt

Position Summary

Provides high level administrative support to department administrator. Relieves the administrator of non-routine administrative tasks, which may be confidential in nature. Serves as liaison between administrator and subordinates/others. Prepares written and oral communications. Maintains and monitors the administrator's calendar/schedule. May supervise student employees. Assists with financial budgets; plans events; works with publications and public relations.

Essential/Primary Duties

- Provides administrative support to department administrator and department faculty, including preparation and proofreading of reports and correspondence. Makes travel arrangements and maintains the administrator's calendar/schedule. Acts as liaison for the administrator and students, faculty and staff.
- Registers students and provides basic information regarding course prerequisites, class availability, independent study and registration and on-line schedule development.
- Interviews, hires, trains and evaluates student employees. Administers student time.
- Assists the administrator with faculty and/or staff recruitment process. Processes applications. Maintains confidential files. Compiles, enters, retrieves and maintains information in database systems. Runs reports. May track the credentialing of staff. Initiates and tracks all requests for new contracts and renewals. Prepares and maintains staff salary report.
- Reconciles and tracks budgets. Identifies budget issues. Collects and compiles information for monthly and annual departmental reports. Reconciles P-card transactions. Prepares department transfers and check requests. Records indirect charges. Maintains inventories and orders supplies and books as needed.
- Manages all department event planning, including department meetings. Records minutes.
- Coordinates the design, writing and publication of departmental publications and public relations materials.
- Serves as department representative on college committees as needed. Works on special department projects.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Classification Specification: Administrative Secretary

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to effectively utilize audio/visual equipment

Supervisory Responsibility

Full-Time	Part-Time
None	None

Providing Direction

Full-Time	Part-Time
None	None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.