

Position Vacancy Announcement

SECRETARY 2

College of Technology

Pay Grade: 7/\$14.24

Job Opening Number: J-61110

Posted: May 12, 2008

Posting Deadline: 1:00 p.m., Friday,
May 16, 2008

Work Schedule: Twelve month, Full-time position. Days/hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday. Full benefit package available.

Position Summary

This position serves as secretary to the faculty and staff of the College. Under general supervision from the chair of the department this position relieves the supervisor from routine administrative tasks to ensure efficiency and productivity in the office such as: planning and organizing the office work flow and hiring, training and supervising student clerical assistants, coordinating student work schedules.

Essential Duties, Tasks and Responsibilities

- Greet visitors, answer telephone, make appointments for chair and keep Meeting Maker updated, set up meetings, act as a liaison between chair and faculty and other office administrators and other college office contacts, plus outside contacts.
- Screen problems and discuss with chair. Provide needed material/information for chair's meetings/appointments. Work with undergraduate and graduate students regarding classes, faculty schedules, advising times, etc., report building problems to facilities.
- Independently compose correspondence for chair and faculty which involves providing non-legal interpretation of policies and procedures. Will also compose mail merges, various reports, presentations, quizzes, and exams. Update manuals and Dept. Policy Notebook plus repository on Blackboard. Sort and distribute incoming and outgoing mail when needed.
- Assist in the preparation of department operating budget and maintain corresponding files/records, both hard copies and electronically. Verify budget printout/balances. Create requisitions, invoices, receipts, and transfers in the university's financial management system (FMS).
- Develop course sections on-line and proofread for final schedules. Request rooms for classes and cancel classes or request new sections to be opened. Monitor the wait list for closed classes. Compile book orders on-line and request needed desk copies.
- Supervise student clerical assistants in daily routine of the office, plus duplication of syllabi, exams/quizzes, class handouts, distribution of student evaluations, faculty grids and advising times. Approve student times on E-time.
- Attend faculty meetings and record and distribute minutes and agendas (twice a month), send to faculty via e-mail and blackboard.
- Prepare forms for merit and tenure and promotion review. Interview, hire and supervise work-study students. Order all OBOR equipment and maintain spreadsheet of purchases/balances.
- Prepares draft class schedules for each semester and enters each class under the student information system (SIS), prepares faculty load document and assignments for the chair to review, including graduate assistants and part-time faculty.
- Complete requests for contracts for graduate assistants and part-time faculty. Order keys and assist in routine matters. Keep copies of current syllabi for each class.
- Generate paperwork initiating requests for new and part-time faculty positions. Place ads in newspapers/magazines, create flyers to disseminate at other universities, conferences, organizations. Maintain files for positions, generate itinerary, make lodging arrangements.

- Purchase office equipment which may include copiers, printer, computer equipment, etc. Order and maintain office/computer supplies, request service for copier/printer, lap tops & projectors.
- Work with new full and part-time faculty in setting up offices (telephones, email, keys, etc.) Inform them of office policies, forms, xeroxing, final exam schedule.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills and Abilities

- Computer skills including proficiency in Excel, Word Processing (Microsoft Word) and E-mail (file management) and Meeting Maker.
- Working knowledge of personal computers.
- Ability to prioritize workload and work independently when needed.
- Ability to work collaboratively with staff.
- Ability to communicate effectively, both oral and written.
- Ability and willingness to problem-solve.

Major Worker Characteristics

Knowledge of office practices and procedures; agency policies and procedures*; employee training and development. Ability to apply principles to solve practical, everyday problems; calculate fractions, decimals and percentages; proofread materials; recognize errors and make corrections; gather, collate and classify information about data, people or things; cooperate with co-workers on group projects; deal with problems involving several variables in familiar context; check pairs of items that are similar or dissimilar; add, subtract, multiply and divide whole numbers; screen mail; sort items into categories according to established methods; answer routine telephone inquiries from public; make appointments. Skill in typing. (*) Developed after employment.

Minimum Class Requirements

Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: ten months experience as Typist 2, eight months experience as Technical Typist or Stenographer 2 or four months experience as Secretary 1 (or twelve months experience performing like duties in private industry or other governmental offices) or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science.

Selection Criteria

Employees: Interview with department; evaluation of experience, training, and education; supervisory evaluation of past work experience. Public applicants: Pre-screening of employment application for minimum state qualifications. Department will determine who will be interviewed through evaluation of experience, training and education. Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr/employment/>

To Apply

A BGSU Employment application must be completed and turned into the Human Resource Office prior to the deadline day and time. Additional information, including a resume' and reference letters, can be attached but can not be substituted for the employment application. Internal applicants must sign an Employee Request to Transfer form and attach an updated resume or data sheet prior to the deadline day and time. An employment application can be obtained at the Office of Human Resources or from the following web site: <http://www.bgsu.edu/downloads/execvp/file11149.pdf>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.