State College of Florida, Manatee-Sarasota
Job Description

Job Title: Academic Department Secretary
Reports to: Academic Department Chair/Program Directors
FLSA Status: Non-Exempt
Level: 114
Position Class: C9999

Job Summary:
Serves as Administrative Assistant to the Academic Department Chair/Program Directors. Schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and minor administrative details by performing the following duties.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Provides clerical support to Academic Department Chair/Program Directors, including all correspondence. Coordinates Supervisor's calendar, scheduling appointments, and faculty and/or student conferences. Screens calls and assists with projects relevant to the various disciplines/departments.

2. Prepares and maintains administrative files (some of which are confidential), minutes for meetings, department reports and other documentation as required.

3. Assists with preparation of Department budget, and maintains budget expenditures and balances.

4. Develops and maintains database and spreadsheet files. Inputs and updates class schedules, rooms and grade information into current College computer system.

5. Serves as front-line customer service contact for State College of Florida, Manatee-Sarasota faculty, staff, students and the community.

6. Arranges travel plans and itineraries for Department Chair/Program Directors and compiles documents for travel-related meetings. Assists faculty with travel plans and ensures completion of appropriate documents.
7. Maintains records of department/program inventories. Orders and maintains supplies, and assists with preparation of textbook orders.

8. Assists Department Chair/Program Directors in maintaining area web pages.

9. Assists Departmental faculty with completion of assigned tasks. Ensures completion of new faculty personnel files and certifications.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and three or more years of related experience.

- **Supervisory Experience:**
  This job has no supervisory responsibilities.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/charts form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills:**
  To perform this job successfully, an individual should have a comprehensive knowledge of word processing software, knowledge of spreadsheet software, Internet software and database software. Proficiency in use of current College database and e-mail software essential.

- **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Responsible for monitoring Department budgets and equipment.
Responsibility for Communication:

- **Internal Contacts:**
  This position has routine contact with all levels of College faculty, staff, students and administrators.

- **External Contacts:**
  This position has routine contact with the accrediting agencies, faculty applicants, vendors, and the general public.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.
6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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