Job Title: Academic Division Secretary
Reports to: Associate Dean of Instruction
FLSA Status: Non-Exempt
Level: 115
Position Class: C9998

Job Summary:
Serves as Administrative Assistant to the Associate Dean. Schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and routine 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 Associate Dean including correspondence. Coordinates supervisor's calendar, schedules appointments, screens calls and responds to inquiries as appropriate.

2. Organizes and maintains administrative and confidential files.

3. Directs preparation of records such as agenda, notices, and minutes for meetings, reports and other assignments as delegated by Associate Dean.

4. Creates and maintains database and spreadsheet files. Inputs and updates division information into current College computer system. Oversees and maintains division web pages. Serves as academic liaison in development, planning and implementation of various software applications.

5. Arranges travel plans and itineraries for Associate Dean, faculty, and others and compiles documents for travel-related meetings.

6. Maintains administrative inventory; orders and maintains supplies and arranges for equipment maintenance.

7. Oversees the development and maintenance of budget records for all of the division departments. Manages division accounts and grants and maintains spreadsheets and files that meet College policies and procedures. Works closely with the College Foundation and Resource Development office to ensure appropriate use of grant funds, and maintains appropriate records.
8. Coordinates activities and provides reports for various accreditation, governmental or community agencies as delegated by Associate Dean.

**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:**
  
  Associate's degree or equivalent from two-year college or technical school and two or more years’ related experience and/or training, or equivalent combination of education and experience.

- **Supervisory Experience:**
  
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- **Computer Skills:**
  
  To perform this job successfully, an individual should have advanced knowledge of word processing software; intermediate knowledge of spreadsheet, Internet, and database software. Within three months of hire must be able to use College e-mail and other College required software. Proficiency in use of current College database software essential.

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

**Responsibility for People and Property:**

Responsible for monitoring division budgets and grants. Responsible as lead employee to provide training and assistance to academic secretaries. Provides training and assistance to faculty and Academic Department Chairs as needed.
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 and community agencies, faculty applicants, vendors, local government agencies and other academic institutions 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 use manual dexterity. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally 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.

   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.

4. 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.
5. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

6. 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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Budget Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>