

## SOUTHEAST COMMUNITY COLLEGE POSITION DESCRIPTION

**POSITION TITLE:** Secretary I, Professional Development/Human Resources  
(Part-time Temporary)

**CLASSIFICATION:** Support Staff N-8                      **FLSA:** Non-Exempt

**REPORTS TO:** Coordinator, Office of Professional Development

**PRIMARY WORKSITE:** Area Office, 301 South 68<sup>th</sup> Street Place, Lincoln, NE 68510

### **GENERAL DESCRIPTION OF POSITION:**

Under the direct supervision of the Coordinator of the Office of Professional Development this position provides clerical, secretarial and receptionist support for the Professional Development and Human Resources' Offices. This includes operating microcomputer, calculators, telephone, copy machine, FAX machine scanner, typewriter, and other equipment as assigned. Work involves: creation of detailed reports, use of spreadsheets, correspondence, room scheduling, event coordinating, maintaining Professional Development records, filing, processing mail, and receptionist coverage Receptionist coverage on an as-needed basis and includes: operating: multi-line telephone, reception of visitors, staff, students and general public.

Hours of work for this position are flexible between 7:00 a.m. and 6:00 p.m., Monday through Friday, with approximately a 29 hour work week. This is a part-time temporary position based on a 260-day work calendar.

### **DESCRIPTION OF DUTIES AND TASKS:**

#### **Essential Functions:**

##### Professional Development Support:

Under the supervision of the Professional Development Coordinator, primarily assist with DACUM (Developing a Curriculum) Program including: Communicate with SCC faculty and industry-based panelists, manage schedule, room scheduling, ordering of food and supplies, completing DACUM charts, surveys, spreadsheets and detailed final reports and record-keeping for grant.

Assist with coordination of Professional Development activities and event planning, particularly annual All College In-Service. Create electronic flyers for training events.

Assist with electronic surveys for evaluation processes and needs assessment, i.e. loading new surveys, modifying existing surveys, distributing results to participants and committee members

Assist with establishing and maintaining Professional Development Website including: loading and updating data, training information, pictures and electronic forms. Input data for adjunct faculty central registry and assist in setting up adjunct weblog

Offer Safety Popcorn Theaters in Milford, Beatrice and Lincoln. Operate audio/visual equipment

Compose, prepare letters, memorandums; proofread, process reports, and maintain file copies

Assist with processing tuition reimbursement forms

Marginal Functions:

General Support:

Assist with research on emerging teaching technologies and strategies

Order and pick-up supplies

Assist with preparation of new employee orientation packets

Assist with wellness programming

Assists with college and human resources activities such as orientations and trainings

Reception Duties:

Operates multi-line telephone including voice mail and direct incoming calls when necessary

Greets and directs visitors, staff, students, general public and those needing assistance

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge and experience in business letter production, proof-reading, organizational skills and attention to detail, filing and record keeping systems. Skill and ability to perform the above functions consistently and accurately while meeting multiple demands in a timely fashion.
2. Knowledge and experience in operating a telephone system with voice mail.
3. Ability to work and communicate with a diverse staff and the public in a professional, positive, courteous and service-orientated manner.
4. Knowledge and experience in operating a personal computer, performing various duties using Microsoft Office products (Word, Access, Excel, and PowerPoint, Internet and graphics).
5. Ability to work as a productive member of the office team using the established practices, procedures and policies of the College.
6. Knowledge and experience in performing basic mathematics functions and using basic business English. Ability to utilize and implement basic office procedures.
7. Ability to perform keyboarding, telephone, physical demand of operating a filing system using filing cabinets, transport supply items, must be able to infrequently move items weighing fifty (50) pounds from floor level to 36" high and possess mobility within the office and throughout the college.

**The individual must possess the skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.**

Additional Expectations:

**Operate Office Machines**

Personal Computer and printer  
Electric Typewriter  
Telephone Equipment with voice mail  
Calculator  
Copy Machine  
FAX Machine  
Scanner  
Audio/Visual Equipment  
Digital Camera

**Confidentiality**

Be able to work with highly confidential records, documents, and personnel files pertaining to the Human Resources and Professional Development Office and the College.

**Promote/Support Diversity**

Promote and support the College's diversity goals; promote/support Affirmative Action, EEO, Equity and Diversity programs.

**MINIMUM QUALIFICATIONS:**

1. High school graduate or GED.
2. Minimum of two (2) years secretarial/clerical experience or one (1) year office experience plus one (1) year of related training.
3. Proficient in Microsoft Office (Word, Access, Excel and PowerPoint)

***Southeast Community College is an Equal Opportunity/Affirmative Action employer. All individuals, especially minorities, women and persons with disabilities are encouraged to apply. Applicants needing reasonable accommodations to apply should contact the Human Resources Office at (402) 471-8524.***

REVIEWED/APPROVED:

\_\_\_\_\_  
Vice President for Human Resources

\_\_\_\_\_  
Date