



SPRING HILL

COLLEGE

Forming leaders engaged in learning, faith, justice and service for life.

Memo to: College Community
From: Human Resources (AM)
Re: Open Position—PLEASE POST
Date: May 4, 2021

Position: Secretary, Division of Business
Nine-Month Office Support Personnel
(65.625% FTE)

Summary Description: Under general supervision of the Division Chair, performs general to complex secretarial duties requiring a thorough knowledge of procedures and Division of Business undergraduate and graduate curriculum, schedules, budgeting, facilities, and equipment; provides clerical assistance to respective full-time and adjunct faculty members; assists the Graduate Program Director with the administration of the Division of Business graduate programs and performs related work as required. This position requires the ability to work independently utilizing a variety of software for student and assessment data entry and reporting, communication, and collaboration. The position also requires exercising judgment and initiative. It is normally limited to 35 hours per week, and the normal academic year at Spring Hill College (*i.e.*, mid-August to mid-May).

Description of Duties/Responsibilities:

Essential Functions

1. Types or word processes a variety of materials such as syllabi, exams, correspondence, memos, papers, schedules, evaluations, and reports.
2. Records Yenni Hall copy machine reading monthly.
3. Photocopies materials as needed. Machines appropriate for specific jobs may or may not be located in Yenni Hall.
4. Performs routine office tasks. For example, the employee will prepare orders for a variety of supplies, materials, and equipment using requisitions, purchase orders, or check requests, screen and route mail and telephone calls, maintain appointment schedules/calendars, arrange meetings, and make travel arrangements and file return paperwork.
5. Trains and supervises assigned work-study personnel.
6. Maintains a variety of files and records of information such as business student files, budget/ledger sheets, work-study attendance, schedules of division courses, course syllabi, and program assessment data.

7. Serves as a liaison with the Operations Department: fills out, forwards, and follows up on maintenance work orders for Yenni Hall; monitors general cleanliness and condition of Yenni Hall classrooms, hallways, and office spaces, and coordinates with the Operations Department to resolve discrepancies.
8. Supervises maintenance of audio/visual equipment; supervises annual inventory of division equipment and furniture.
9. Performs on-campus and off-campus errands as necessary.
10. Checks invoices for accuracy.
11. Responds to requests for information about programs and other inquiries as directed.
12. Assists the Graduate Program Director with routine tasks such adjunct contracts in the division.
13. Orders materials required for classroom or computer labs.
14. Performs related tasks and functions as required or as requested.
15. Maintains supply of keys for Yenni Hall entrances, offices, classrooms, and storage areas. Provides keys to authorized faculty (full-time and adjuncts) and ensures return of keys as required.
16. Conducts liaison with, and provides support to, adjunct faculty teaching business courses.
17. Maintains liaison with, and coordinates with the Center of Online Learning with regard to scheduling and conduct of undergraduate and graduate-level business courses.
18. Monitors annual operating budget for the Division. Provides monthly report of expenditures and balances in each account.
19. Assists Division Chair and other Division faculty in development of schedules for business courses (Fall, Spring, and Summer offerings).
20. Maintains contact information for Business Advisory Board (i.e., current addresses, telephone numbers, e-mail addresses, etc.). Prepares and maintains records of Business Advisory Board activities and semi-annual meetings.

Marginal Functions

1. Orders textbooks and desk copies for full-time faculty and adjuncts in support of preparation for teaching.
2. Provides keys to, and supervises use of classrooms and offices, by non-Business Division personnel.
3. Maintains Division of Business bulletin boards in Yenni Hall.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, 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.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education.
2. Correct English usage, grammar, spelling, punctuation, and arithmetic.
3. Knowledge of modern office methods, procedures, and equipment, including the ability to operate personal computers, web conferencing software, learning management system software, photocopiers, postage meters, facsimile machines, and audio-visual equipment.
4. Knowledge of business letter writing and telephone usage techniques; ability to operate a multi-line

- telephone pleasantly and effectively and to respond to questions about the program.
5. Knowledge of business terminology.
 6. Knowledge of fundamental record-keeping principles, procedures, and filing systems, including the ability to compile and maintain records and files.
 7. Ability to perform responsible secretarial work requiring independent judgment with accuracy, often under the pressure of deadlines.
 8. Ability to communicate effectively and courteously with all constituents in person and over the telephone.
 9. Ability to type or word process accurately from handwritten drafts or clean copy at a minimum of 50 words per minute. Thorough knowledge of and ability to use full range of word processing, spreadsheet, and database software.
 10. Skills of persuasion techniques and the ability to negotiate through conflicts and problems; ability to work with others under the pressure of deadlines.
 11. Ability to organize and attend to a variety of duties at one time.
 12. Ability to communicate effectively in both oral and written form.
 13. Ability to maintain confidentiality about sensitive issues and information.
 14. Ability to work independently and to use initiative, analyzing unfamiliar situations and adopting effective courses of action.

Qualification Standards:

Education: Typical qualifications would be equivalent to completion of the twelfth grade, supplemented by specialized secretarial courses.

Experience: Two years of responsible secretarial and clerical experience or any combination of education and experience providing the required skills and knowledge for successful performance would be qualifying.

Licenses: Valid driver's license with approval from the College's insurance provider.

Other Considerations: This position works during the normal academic year at Spring Hill College (*i.e.*, mid-August to Mid-May) and is normally limited to 35 hours per week. Specific hours are to be determined by the Division Chair.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER.

To apply for this position, submit letter of interest and current resume via e-mail to pdavis@shc.edu or to Personnel Office, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608. All applications must be received not later than June 30, 2021 to be considered. Review of applications will begin July 1, 2021.