

Division Secretary
Education, Social Sciences, Communication Arts

Position: Secretary to the Divisions of Education, Social Sciences, and Communication,
Fine & Visual Arts
Nine Month Office Support Personnel
(65.625% FTE Benefits)

Description:

Under general supervision of the Division Chairs, performs a variety of complex, responsible, and confidential secretarial, administrative, and related duties in support of the Divisions' programs, activities, and faculty, and acts as Divisional office manager. This position requires a thorough knowledge of Alabama State Department of Education procedures, rules, regulations, curriculum, and relevant academic terminology, as well as the ability to work independently and cooperatively, exercising judgment and initiative.

Approximately 60% of the position will require work with the Division of Education, 20% with the Division of Social Sciences, and 20% with the Division of Communication, Visual, and Performing Arts.

Description of General Duties/Responsibilities:

1. Maintains division budgets. Oversees preparation of purchase orders, requisitions, and check requests by division personnel.
2. Maintains inventory of supplies for division.
3. Initiates use of facilities requests as necessary.
4. Maintains division building and room key inventory, issuing keys as necessary to regular faculty and staff as well as to adjunct faculty.
5. Attends division meetings, participates, and maintains minutes.
6. Supervises and trains work/study students during the regular school year and oversees their schedules.
7. Maintains physical equipment inventory records.
8. Prepares for and supervises receptions and activities when guests pay official visits to the division.
9. Maintains departmental files for accreditation.
10. Maintains a variety of files and records for the departments within the division, such as student capstone submissions, signed copies of policy/procedure notices or receipts, budget/ledger sheets, work-study attendance, division courses, exams and correspondence files.
11. Photocopies, scans, emails or prints materials as needed. Machines appropriate for specific jobs may or may not be located in the area/building.
12. Responds to requests for information about programs and other inquiries as directed.
13. Insures that applicable, current policy/procedure documents for departments are accessible to students and faculty.
14. Checks monthly budget/ledger reports for accuracy and makes adjusting entries as necessary, working with the appropriate office(s) as needed.
15. Maintains current information regarding professional development funds and lab fees spent per faculty member per year.
16. Serves as a liaison to other departments on campus, such as, but not limited to: departments in the Academic Affairs unit, Business Services unit, Student Affairs unit, Public Safety (e.g., provides and keeps up-to-date lists of students with after-hours access; requests video surveillance footage

be checked when incidents occur), Helpdesk (e.g., forwards or calls work order requests for computers, classroom audio/visual), Plant Operations (e.g., completes, submits, and appropriately follows up on maintenance requests and room setups). The employee makes reservations for various campus facilities as needed using established campus systems.

17. Serves as a liaison to the management company for copiers and printers assigned to the divisions
18. Collects from faculty and submits book orders to the College bookstore (currently through Barnes & Noble) using applicable forms or tools. Orders faculty desk copies as requested.
19. Assists faculty and staff within the division with meeting academic calendar, fiscal calendar and other deadlines, such as software or music rights organizations' licensing renewals.
20. Assists in the coordination of various departmental and divisional events (e.g., exhibitions, honor society inductions, media showings, musical concerts, theatrical performances, divisional celebrations or open houses).
21. Performs related tasks and functions as required or as requested.
22. Fosters a spirit of collaboration and cooperation within the division and campus that is centered on student learning and continuous process improvement.
23. Provides general information and orientation to students and to visitors
24. Performs on-campus and off-campus errands as necessary.
25. Provides office support for faculty involvement with various professional and campus organizations.
26. Serves as office support for recognized student organizations affiliated with either or both departments.

Education - Divisional Administrative Duties

(all duties performed under the guidance of the Division Chair of Education)

1. Communicates with alumni/ae and prepares the report of the annual follow-up of graduates required by the State Department of Education.
2. Coordinates with the Registrar's Office the matriculation paperwork and subsequent posting of transfer credits, test scores, comprehensive examination information, *etc.*, to transcripts. Maintains database of student records, active, inactive and graduated, including program requirements completed, test scores, conditions of admission and their satisfaction, demographic information, *etc.*
3. Prepares analysis of database input as needed for various reports and for use by various College offices.
4. Publishes syllabi, inserting all required elements to ensure that they are prepared according to State Department of Education, College, and division requirements. Provides copies of syllabi to appropriate offices for SACS files.
5. Oversees maintenance of the Teacher Education Center.

Teacher Certification

(all duties performed under the guidance of the Director of Certification - Education)

1. Develops an understanding of the teacher education certification process in order to assist the Director of Certification with tasks related to graduate and undergraduate Teacher Education certification programs.
2. Prepares files and maintains applicants' records and other paperwork necessary for admission to teacher education programs.
3. Prepares a letter of admission to the Teacher Education program for each student.

4. Maintains records of new student orientations as required for enrollment in laboratory component courses.
5. Maintains state-mandated Teacher Education student ARC (Admission, Retention, Completion) office files and confidential records according to requirements and regulations of the Alabama State Department of Education related to certification including credits, Praxis test scores and edTPA scores.
6. Develops and maintains an accurate list of program completers for use in preparing Alabama State Department of Education requests for certification applications.

Lab / Clinical Experiences

(all duties performed under the guidance of the Director of Clinical Experiences - Education)

1. Maintains state-mandated Teacher Education student ARC (Admission, Retention, Completion) office files and confidential records according to requirements and regulations of the Alabama State Department of Education related to laboratory experiences, internship records and placements, *etc.*
2. Prepares and maintains records of undergraduate and graduate laboratory experience placements and five-day structured experiences, including component courses, placement information to principals and cooperating teachers, observations/evaluations, course assignments, evaluation of cooperating teachers and related correspondence.
3. Maintains the laboratory experiences and internship manual, providing revised editions as necessary to faculty and cooperating school offices and personnel.
4. Prepares the yearly calendar of laboratory experience, internship, and comprehensive examination dates.

Social Sciences - Divisional Administrative Duties

(all duties performed under the guidance of the Division Chair of Social Sciences)

1. Perform all tasks associated with the annual Portier Lecture (i.e., mailings, room reservations, travel and dinner arrangements for speaker, etc.).

Communication, Visual and Performing Arts - Divisional Administrative Duties

(all duties performed under the guidance of the Divisional Chair of Communication, Visual and Performing Arts)

1. Supports division faculty and the Integrated Media Center (IMC) Operations Manager by performing routine office tasks. For example, the employee will prepare orders for a variety of supplies, materials, and equipment for office or instruction using requisitions, purchase orders, or check requests; screen and route mail and telephone calls; arrange meetings; and make travel arrangements and file return paperwork.
2. Works with faculty/staff and students of the division regarding stationary and portable equipment; checks out and receives some equipment to/from students, maintains the official departmental spreadsheets of equipment and furniture; helps organize annual inventory of equipment and works with the IMC Operations Manager to insure that equipment and software are documented.
3. As needed or directed and with approval of appropriate chair(s), works through Student Financial Services to bill student accounts for equipment rental or repair/replacement fees for lost/damaged/destroyed borrowed equipment or to credit student accounts.
4. As directed by chairs, faculty or the IMC Operations Manager, types or word processes a variety of materials such as special contracts for models in Studio Art classes, labels for exhibitions in the Fine Arts galleries, meeting minutes – this may occasionally include syllabi, exams and general correspondence.

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. Thorough knowledge of and ability to use full range of Microsoft Word, Excel, and PowerPoint.
4. Knowledge of modern office methods, procedures, and equipment, including the ability to operate computers, multi-function machines to copy/scan/fax/email/etc. and audio-visual equipment.
5. 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 programs.
6. Knowledge of relevant academic terminology.
7. Knowledge of fundamental record-keeping principles, procedures, and filing systems, including the ability to compile and maintain organized records and files via electronic or standard means.
8. Ability to perform responsible secretarial work requiring independent judgment with accuracy, often under the pressure of deadlines.
9. Ability to communicate effectively and courteously with all constituents in person and over the telephone.
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 prioritize and attend to a variety of duties at one time.
12. Ability to accept tasks from multiple sources and to accomplish these either independently or through delegation of tasks to student personnel.
13. Ability to communicate effectively in both oral and written form.
14. Ability to maintain confidentiality about sensitive issues and information.
15. Ability to work independently and to use initiative, analyzing unfamiliar situations and adopting effective courses of action.
16. Ability to move, lift, or transport objects (such as production carts, boxes or cameras) weighing up to 50 lbs. unassisted.

Qualification Standards:

Education: Completion of high school, with post-secondary and/or business courses to provide the required knowledge.

Experience: At least three years of office managerial and/or administrative experience or experience that provides the required knowledge, skills, and abilities. This includes, but is not limited to, supervisory experiences, organizational skills, ability to prioritize workload, and extensive computer knowledge.

Other Considerations: The College seeks to maintain a professional image at all times. This person is considered a responsible employee in accordance with Title IX policies. 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 Chairs.

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.

Position is available January 3, 2022, and is open until filled. To apply for this position, submit a cover letter and resume to Paige Raney, Division of Education, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608. Email: praney@shc.edu.