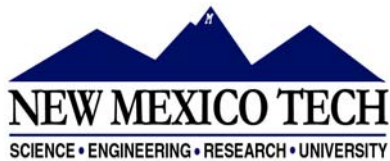


Posted: October 22, 2018



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II

DEPT: CHEMISTRY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$11.50

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: October 30, 2018* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Provide administrative support to the department of Chemistry faculty, staff, and students. Answer phones, responds to emails, manage direct payments, PO's, requisitions, petty cash, and invoices. Assures that invoices are ready for payment in a timely manner, maintain department inventory. Performs clerical duties, maintains office equipment and supplies. Process mail, record package arrivals and bottled gas deliveries, processes travel forms and keeps travel records for reimbursement. Schedules appointments, meets and greet visitors. Plans agendas for new hires and prepares all paperwork for their visits. Works with lab coordinator and chair to manage grad and undergrad employees including timecards and contracts. Assist the chairman in managing the Departmental budgets, seeks to find the best price possible by bargaining with companies on competitor prices. Ensures personnel activity forms are completed as well as Argos reporting of weekly faculty budget printouts and confirmations to Restricted Funds.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math. Five (5) years' clerical experience required. Excellent communications skills, customer service and interpersonal skills required. Computer skills, Microsoft Office use of standard office equipment required. Ability to manage ARGOS, Banner, and Adobe Creative Suite desired.