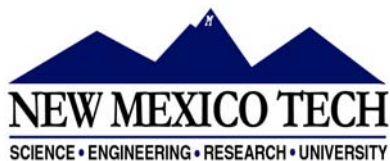


Posted: January 31, 2019



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II

DEPT: COMPUTER SCIENCE

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: February 11, 2019* 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:

This position is the sole clerical and administrative assistant for the Computer Science & Engineering Department. The employee must assist its Chair and faculty by carrying out the procedural work of the department even when the supervisors are absent. The CSE department is not only large in terms of the number of students but complex in operation and function. Thus, the employee must be an independent executive problem solver, ready to take on unforeseen responsibilities, research appropriate regulations and policies, and consult key personnel as necessary in order to maintain the department's functionality. Apart from paperwork, the employee must manage office space; adjust the department's web page; administer yearly ABET surveys, semester exit surveys, and occasional challenge exams, some with complex computing requirements; record minutes of meetings; and plan and execute several departmental events over the academic year. Payroll procedures and paperwork including student employee contracts. Supervision of students and scheduling.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math. Five (5) years' progressive experience required. Computer skills, Microsoft Office use of standard office equipment required. Excellent communications skills, customer service and interpersonal skills required. Supervisory skills preferred. Ability to learn policy and procedures required. Accounting experience desired.