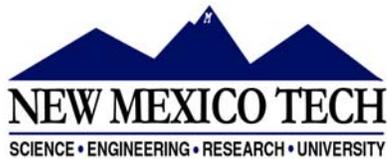


Posted: June 5, 2018



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II

DEPT: MATERIALS ENGINEERING

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: June 13, 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:

The Administrative Secretary is responsible for admin support of department, coordination with graduate and undergraduate students, joint faculty, service centers, supervision of students and part-time staff and inventory activities. Provide administrative/ secretarial support to Dept. chair, faculty and students. Assist faculty with monthly budgets, expenditure reports, routing paperwork. Department record keeping, memos, letters, meeting minutes, course evals. Supervise department part-time staff and student employees. Assist with time cards, PARs, travel requests, reimbursements. Coordination with DE students, visiting students, recruitment, alumni. Website updates, brochures, banner, BanWeb, Survey Monkey.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math. 5 years' progressive experience required. Computer skills in Microsoft suite required. Banner knowledge desired. Ability to operate and maintain all standard office equipment is required. Exceptional customer service skills required.