



JOB DESCRIPTION

Job Title	Off Campus Program Secretary
Department	Teaching and Learning
Reports To	Director of Academic Services
Classification	Hourly Classified
Location	Chippewa Valley Technical College
Salary	On Schedule
Length of Contract	197 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Off Campus Program Secretary is responsible for providing a full range of clerical and secretarial support to the program and program staff.

Essential Job Functions

- Assists in the coordination of school functions to ensure the smooth functioning of the program.
- Maintains positive public relations with staff, students, families, and the general public.
- Provides clerical and secretarial support to the director and certified staff.
- Provides support relating to all fiscal aspects of the program, including processing time cards.
- Maintains accurate in-school financial accounts. Inputs and balances a variety of school budgets. Manages school P-Card and tracks usage and purchases.
- Manages student and class database.
- Assists with registering students and maintaining student record system.
- Handles telephone calls and processes mail.
- Performs secretarial work and minor administrative tasks as requested.
- Composes and types routine correspondence, files correspondence and prepares a variety of records, schedules, calendars and bulletins.
- Compiles and prepares report cards, applications, minutes, etc. as requested by the Off-Campus Program School Principal.
- Requisitions and distributes office supplies.

Ancillary Job Functions

- Maintains website to ensure current and accurate information.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED supplemented by advanced secretarial training.
- Recent responsible secretarial experience.
- Experience in public relations/communication.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- N/A

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent written and oral communication skills.
- Proficiency in Microsoft Office.
- Ability to work collaboratively with others; good human relation skills.
- Ability to organize and complete projects in a timely manner.
- Ability to organize effectively, multitask and work independently.
- Ability to maintain confidentiality.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk and hear.