

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Associate Dean Secretary	FLSA status:	Non-Exempt
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DEPARTMENT:	Shelby College Center	REPORTS TO:	Associate Dean of Instruction
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Position summary: Under direct supervision, assists the Associate Dean in day-to-day operations.

Position responsibilities:

- Assist the Dean in the preparation of budgets and maintain budgets for the department.
- Maintains department files.
- Creates adjunct faculty contracts for each semester.
- Responsible for CBM reports for Shelby College Center and Shelby Regional Training Center.
- Responsible for entering classes and fees into POSIE system.
- Assist with registration at area high schools.
- Assist with regular and late registration for each semester.
- Prepare all check requisitions, purchase order requests through DPS.
- Order supplies for the department.
- Prepare memorandums, letters, and correspondence for the Dean.
- Manage filing system for the Dean.
- Make appointments, schedule meetings as requested for the Dean.
- Answer incoming calls for the department.
- Manage personal calendar for the Dean.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 3 to 5 years experience directly related to the duties and responsibilities specified.
- Associate's degree preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.