

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Secretary to the Dean of Academic Transfer	FLSA status:	Non-Exempt
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DEPARTMENT:	Instruction	REPORTS TO:	Dean
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Position summary: Under direct supervision, assists the Dean and department head(s) in day-to-day operations performing a variety of general clerical duties related to Academic Transfer.

Position responsibilities:

- Greets all visitors courteously, determines their needs, and directs them to the proper person and/or office.
- Receives, sorts, and posts all incoming mail. Receives all outgoing mail daily and prepares for delivery.
- Performs typing duties as required.
- Establishes procedures that implement operational and/or fiscal policies.
- Arranges, participates in, and implements, as directed, conferences and committee meetings.
- Compiles data and statistical information; develops reports and special projects as delegated by the department head.
- Assists in the preparation of budgets.
- Enters all Academic Transfer purchase requisitions into software system
- Maintains Budget spreadsheets for all Academic Transfer departments
- Prepares faculty overload and adjunct contracts for Academic Transfer
- Gathers book adoption information and coordinates with the College Store Director
- Records and transcribes minutes for Department Chair Meetings
- Helps organize Advisory Board meetings-dates, member contact, catering, gifts and materials
- Organizes Mock Interviews for the Employee Success Course
- Handles travel details and arrangements for Dean
- Prepares Academic Transfer section of the President's Report
- Assists with planning and implementation of multiple Academic Transfer events throughout academic year.
- Represents the institution at professional, civic, and governmental organizations and meetings.
- Performs various secretarial and miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 6 months to 1-year experience directly related to the duties and responsibilities specified preferred
- 3-5 years of secretarial experience required
- Associate's degree preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Courteous, efficient telephone manner; prompt routing of calls.
- Pleasant reception of visitors.
- 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.