

Ball State University
Position Description

Department: University Libraries

PC#: 503081

Dept Code: 12300

Salary Grade: 10 N

Position Title: Secretary to Library Assistant Deans

Reports To: Assistant Deans, Technical Services & Public Services

Revision Dates: 11/2000; 8/2003

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: Students.

Position Function:

Perform and coordinate secretarial duties related to the Office of the Assistant Deans.

Duties/Responsibilities:

1. Maintain office operations; monitor flow of information and documents, often confidential, through office.
2. Facilitate communications for Assistant Deans with library and university offices; provide coordinating assistance for various library activities.
3. Research, compile, organize, and analyze information to prepare reports, publicity statements, library hours, and special studies; maintain public services statistical data system and generate reports to the Dean and Assistant Dean's areas.
4. Perform other secretarial duties e.g., maintain Assistant Deans' files and various office/area files and records; maintain Assistant Deans' calendars; schedule/receive appointments; prepare, including compose, type, and/or sign correspondence; process mail; maintain office supply inventory.
5. Process requisitions and other university documents; collect, compile, and forward monthly absence reports, checking accuracy of codes and amounts before transferring to the Dean's office.
6. Interview, hire, supervise, and assign work to students.
7. Perform other related duties as assigned.
8. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Associate's degree or equivalent in secretarial science, office administration, or related area.

Experience: One through three years of secretarial, office administration, or related experience; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education: Bachelor's degree.

Experience: Good communication skills, both oral and written; personal computer skills and knowledge of basic software applications (Microsoft Office).