

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT AFFAIRS SECRETARY

BASIC FUNCTION:

Under direction of the Director of Student Affairs, will perform a variety of secretarial and clerical duties in support of the Student Affairs Office and its services and activities, will attend the Student Affairs Committee and Associated Students Government Senate meetings for the purpose of taking and transcribing minutes for distribution; will assist the President of the Associated Students in preparing the agenda under the guidance and direction of the Director of Student Affairs; will provide other supportive and clerical assistance that the Associated Students may need; and will provide supportive and clerical assistance to the Student Affairs Specialist as directed; will perform fiscal clerical work of above average difficulty in the following areas; Associated Students Government, and campus club accounts.

REPRESENTATIVE DUTIES:

Organize and manage the day-to-day activities of the Director of Student Affairs to assure efficient and effective office operations; coordinate communications; perform complex duties to relieve the director of detail.

Edit and prepare a variety of correspondence, memoranda, reports and other materials; record and transcribe minutes; compose routine correspondence; maintain a variety of records and files.

Review and proof Student Affairs documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.

Assist in training and providing work direction to college work-study students as assigned; recommend new and revised office procedures as appropriate.

Facilitate communications between the Director of Student Affairs and staff, the public and other campus personnel; guide students, faculty and staff in locating and using resources.

Communicate information in person or by telephone where judgement, knowledge and interpretation of policies and regulations related to Student Affairs, and if appropriate, the reconciling of problems or concerns related to these issues; submit or refer related problems to the Director of Student Affairs or the appropriate administrator during his/her absence as appropriate or necessary.

Coordinate activities of assigned office between the director and staff, the public or other District or campus officials.

Receive, open and distribute mail; receive visitors, arrange travel for staff, schedule appointments, answer telephone calls, forward information, and refer or transfer calls to appropriate staff members.

Assist the office in establishing and maintaining positive staff and public relations.

Assist in arranging and schedule a variety of meetings, conferences, field trips, workshops and other gatherings as assigned.

Operate a variety of office machines and equipment, including typewriter, copier and calculator.

Schedule lifeguards to assure proper coverage for the College's swimming program and special events and provide them with training on the College's emergency procedures.

Collect and compile statistical and financial data and other information for inclusion into specials and periodic reports.

Assist in monitoring the department's district budget expenditures and maintain financial records; maintain current account balances; order and maintain office supplies and other materials.

Track budget activity and resolve budget issues and problems; process and prepare time sheets for signatures; post, monitor and track invoices and other expenditures; process budget/expense transfers; prepare requisitions, check request, independent contracts and claims for reimbursement of special funds related to assignment.

Establish complex, inter-related filing systems including confidential files; collect, compile and record narrative, statistical and financial data and other expenditures; process budget/expense transfers; prepare requisitions, check request, independent contracts and claims for reimbursement of special funds related to assignment.

Assist in maintaining and monitoring the accounting procedures, income and expenditures of the Associated Students Government and campus club accounts.

Receipt, count and audit monies from a variety of sources. Prepare cash reconciliations, bank deposits and bank statement reconciliation of assigned accounts. Post income and expenditures using an accounting software package.

Receive monies, as directed for payment of fees, and authorize and release holds on student records.

Prepare checks for disbursement in accordance with established policies and procedures. Prepare financial statements, State and Federal tax reports and maintain other district, State and Federal records.

Performs related duties as assigned to assist the Student Affairs personnel during absences, periods of intense business and other necessary work related to the positions responsibilities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct operations, procedures and methods of office to which assigned.
Modern office practices, procedures and equipment.
Financial and statistical record-keeping techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Receptionist and telephone etiquette.
Oral and written communication skills.
District organization, operations, policies and objectives.
Methods, procedures and terminology used in clerical accounting work.
Basic functions and activities of assigned accounting area.
Public relations techniques.

ABILITY TO:

Plan, schedule and perform wide variety of secretarial, clerical and typing duties in support of assigned department.
Compile information, assemble diverse data and prepare clear and concise reports.
Maintain complex and varied files and records.
Assemble diverse data and prepare clear and concise reports.
Provide information on district organization, operations, policies and objectives.
Read, interpret and apply specific rules, policies and procedures of the specific office or program to which assigned.
Operate a variety of office machines and equipment, including typewriter, computer terminal, word processing software, calculator, copier, voice mail and facsimile machine.
Establish and maintain cooperative and effective working relationships with others.
Provide work direction and guidance to others.
Work confidentially with discretion.
Make arithmetic calculations.
Maintain accurate statistical and financial records.
Maintain complex, varied and inter-related files.
Work independently with little direction.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Prepare reports, correspondence and related materials.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school including or supplemented by course work in secretarial science and three years of increasingly responsible secretarial or office coordination experience, involving the operation of microcomputers using word processing, spreadsheet and data base management applications software.

LICENSE AND OTHER REQUIREMENTS: Some positions in this classification may be required to possess a valid California driver's license.

WORKING CONDITIONS: Work is typically performed in an office environment subject to continual interruptions. The work environment is sometimes noisy.

PHYSICAL DEMANDS: Employees in this class regularly sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person, see to read fine print and operate office machines, and lift, carry and/or move objects weighing up to 10 pounds. Incumbents frequently travel to other campus locations to attend meetings or to pick up or deliver materials.