Job Description

Job Identification

Job Title: Secretary to Dean of Student Development
Job Category: Administration
FLSA: Non-Exempt
Salary Schedule: Schedule E
Reports to: Dean of Student Development

Job Summary
Serves as the receptionist for the Office of Student Development/Wadley Campus. Produces correspondence and other documents in a timely and accurate manner. Enters data into AS400 system, administers COMPASS testing, conducts Wadley Campus tours, creates and maintains accurate files. Performs other duties as may be requested by the Dean of Student Development.
DUTIES AND RESPONSIBILITIES

Recruiting

1. Compiles and maintains an updated list of high school counselors, principals and superintendents in our service area for use by recruiters.

   State Board Policy 107.01

2. Produces personalized follow-up letters to prospective students who submit a card requesting more information from Southern Union. (approx. 1000 annually)

3. Coordinates and conducts campus tours to prospective students/parents on the Wadley Campus.

4. Maintains campus-wide annual recruitment calendar of all college fairs, awards programs.

5. Attends recruitment fairs as directed by Dean of Student Development.

6. Produces and disburses to area high school counselors a “Calendar of Events” including audition dates for the performing arts department and the athletic department and also includes tournament dates for the math, language arts and business tournaments.

7. Coordinates recruitment visits to the Wadley Campus by four year institutions.

8. Generates Purchase Orders for College Fairs as needed.

High School Visitations (Recruiting function)

1. Obtains from the Associate Dean of Instruction the dates for Performing Arts events (which serve as our high school visitation events).

2. Sends out correspondence (including a Special Events Planning Form) notifying high school counselors of dates for high school visitations. Maintains contact with SU recruiters as to which schools they have visited and scheduled to attend these events.

3. Maintains updated list of high schools attending and the number attending each event, the number who are staying for lunch, and how many want campus tours and when they want them (before or after performance), etc.

4. Notifies dining hall personnel via memo of the number of students that will be on campus for refreshments and the number of students who will be staying for lunch each day.
5. Notifies Associate Director of Maintenance (Wadley Campus) via phone of event dates as to the number of schools (buses) that will be on campus each day for their assistance with parking the buses, etc.

6. Attends the events and coordinates campus tours, etc.

7. Schedules appropriate number of Ambassadors to host these events.

8. Attends lunch in the dining hall with high school students and counselors to maintain good public relations.

9. Produces and distributes “meal tickets” to high school students staying for lunch to serve as a count for dining hall billing purposes.

**Annual Counselors’ Appreciation Luncheon**

1. Coordinates dates for luncheon with the Dean of Student Development.

2. Produces and mails out a personalized invitation to each area high school counselor.

3. Sends a special invitation to the luncheon to the SU President and Deans.

4. Maintains a “tracking list” of counselors who plan to attend.

5. Produces Sign-In sheet for luncheons to serve as a billing count for the dining hall and fulfills business office auditing requirements.

6. Produces agenda for Counselors Luncheons to be included in the information folder

7. Generates appropriate purchase orders to restaurants, etc. for luncheons.

**SOAR (Student Orientation and Registration)**

1. Generates list of new applicants for Fall Semester from AS400 and sends out letters to each student (approx. 1200) giving detailed instructions on registering for an online SOAR session.

2. Schedules appropriate number of Ambassadors needed for each session.

3. Obtains list of all performing arts scholarship recipients for fall semester from Associate Dean of Instruction to ensure that they receive the performing arts date and not a different date to attend SOAR.

4. Coordinates with athletic advisor a date and time for athletes to attend a specific date for their SOAR session.

5. Coordinates technical/MIS assistance as needed (for power point and video equipment).
Orientation to College (ORI101)

1. Maintains current files on students completing Orientation to College on the Wadley Campus to include their Program of Study. Generate STARS (Statewide Transfer and Articulation Reporting System) guides (from STARS website) for students as requested by academic advisor.

2. Maintains appointment book for Dr. Fred Williams, Academic Advisor, on the Wadley Campus.

Southern Union Ambassador Program

1. Co-Sponsor of the Southern Union Ambassador Program

2. Obtains list of Presidential scholarship recipients from the Financial Aid office each Fall semester.

3. Produces personalized letter and participation form to each Presidential Scholarship recipient inviting them to serve as a Southern Union Ambassador.

4. Maintains list of students desiring to become a Southern Union Ambassador.

5. Makes plans, arrangements for campus-wide Ambassador meeting in the fall.

6. Arranges for refreshments with the dining hall.

7. Assist in planning the agenda (identifying speakers, etc.) for the Ambassador meeting.

8. Produces agenda to be included in each Ambassador folder.

9. Compiles a folder for each Ambassador including meeting agenda, schedule of Ambassador events, etc.

10. Attends and assist at Ambassador meeting

12. Maintains database of current Ambassadors with contact info.

13. Maintains an Ambassador Calendar of Events tracking Ambassadors assigned to each event.

14. Contacts Ambassadors prior to each event to serve as a reminder

15. Submits a list of Ambassadors assigned to an event to that event coordinator

16. Provides faculty excuses for Ambassador’s when they miss class to host an event.
Graduation  *(State Board Policy 112.01)*

1. Obtains a copy of the Application for Degree for each graduation applicant from each academic advisor campus-wide.

2. Maintains master list of graduates each semester and prints diplomas for all graduates.

3. Post graduation data on each applicant in the AS400 (GR/RGA screen)

4. Maintains a database in the AS400 (WP/EIF screen) for Summer, Fall and Spring applicants who indicate on their application that they want to participate in the graduation ceremony which enables me to send letters to all graduates who desire to participate in the spring graduation ceremony.

5. Pulls over this database from AS400 into a word processing program and produces mailing labels for mail out and submits this list to the Barnes and Noble bookstore for their use in the ordering of caps and gowns for graduates.

6. Produces and mails initial graduation memo informing graduates of the date and time of graduation and the deadline for ordering caps and gowns.

7. Runs an initial list of graduates from AS400 (GR/LGA) and submits it to the Financial Aid office, Athletic Advisor and Technical Dean.

8. Maintains database each semester on applicants who do NOT wish to participate in the ceremony so that I can generate mailing labels and mail their degree at the end of Summer, Fall or Spring semester

9. Meets with advisors at the end of each semester to clear graduation applicants.

10. Deletes applicants from AS400 (GR/RGA) who do not clear.

11. Post the graduation Honors for each applicant in AS400 (GR/RGA)

    *(State Board Policy 716.02)*

12. Through AS400 screens moves the graduation applicants over as graduated and post it to their transcripts.

13. Orders Division Awards/Medals, as needed.

14. Order padded envelopes from Office Depot for mailing degrees.

15. Call photographer to confirm his/her availability on graduation date, time and cost of package.
16. Send out the Most Outstanding Student Memo and nomination application to Division Deans

17. Looks up each graduation applicant in AS400 (SH/EAH) screen to see if they are a member of Phi Theta Kappa (this is notated on the graduation program and a gold PTK seal is placed on their diploma.)

18. Barnes and Noble submits to me a complete list of all graduates who have paid for their cap and gowns.

19. Mail out detailed graduation memo outlining the events of graduation day to each graduate who has paid for a cap and gown.

20. Produces and distributes Faculty Memo from the President

21. Obtains bids/quotes on graduation program and generates Purchase Order.

22. Obtains pricing information for graduation flowers and generates Purchase Order.

23. Contacts the Director of Music to determine who will perform at the graduation ceremony to be included in the graduation program.

24. Send out Advisors check list (this is a copy of the final graduation program for them to check to make sure all of their graduation candidates appear on the program).

25. Send advisors clearing memo listing date, time and location for all advisors to meet and clear graduates.

26. Distribute Deans Memo informing them of important information regarding graduation.

27. Send memo to Maintenance with information regarding arena set-up for graduation.

28. Send memo to dining hall personnel regarding number of lunches to be brought to the arena for personnel working during the graduation ceremony.

29. Produces stage cards with each graduates name and degree type listed for use by the deans to make notations regarding the correct pronunciation of each graduates name.


31. Generates a list of graduates “ran by city” from AS400 (GBC) to be utilized by our public relations department for graduate listings in local newspapers.

32. Print out of all screens utilized from AS400 in the processing of graduation applicants.

33. Produces and distributes graduation assignments to staff members who assist during the graduation ceremony.
34. Checks all graduates in AS400 (INPPH) to make sure they have no holds (money owed, etc.) on their student record before releasing their diploma.

**Work Study Student Supervision**

1. Coordinates day to day work duties for all Student Development work-study students (Wadley Campus).

**ADA Records Coordinator (Wadley Campus)**

1. Site coordinator for distribution of ADA accommodations to each instructor each semester.
2. Has provided conversion of instructional material and tests into Braille format for use by blind students.
3. Coordinates Wadley Campus visit each semester with the Alabama Department of Rehabilitation Services.

**Transfer Scholarships**

1. Obtains information, deadlines, from each transfer school regarding their transfer scholarship.
2. Produces a memo and an application for the scholarship and distributes it to faculty and staff to be announced to the students.
3. Submits scholarship information to web master for posting on the Southern Union website.
4. Receives scholarship applications from students on the Wadley Campus and forwards them to the Dean of Student Development for consideration by the Scholarship Committee.
5. Obtains list of scholarship awards from the Dean of Student Development
6. Prepares letter from the President informing the transfer school of our nominee for their transfer scholarship(s) and sends a copy of this letter to the student.

**Diversity Program**

1. Assist the College Diversity Programs Coordinator with typing agendas/programs, coordinating field trip sign-up sheets and disseminating correspondence regarding upcoming diversity program (Exhibit R1)
Job Specifications

1. Knowledge of modern office and clerical procedures and methods.
2. Knowledge of modern business communication, including style and format of letters, memos and reports.
3. Knowledge of filing and records management to include control of documents in storage retrieval of records and transfer and storage of documents.
4. Knowledge of college policies and procedures.
5. Skilled in the use Microsoft Office application to include, Word, Excel, and PowerPoint.
6. Reading skills to understand directives
7. Writing skills to add, multiply, divide using decimals.
8. Listening skills to comprehend instructions.
9. Ability to establish priorities and work without close supervision.
10. Ability and willingness to maintain confidentiality.
11. Knowledge of planning and organizing meetings/conferences with food functions.

Credentials and Experience

Minimal eligibility requirements for employment

- Associate Degree or equivalent.
- Two (2) years secretarial/office administration experience.

Special Requirements

- Willing to work overtime, holidays, and weekends when necessary.
- Willing to attend workshops and in-service training for a period of two or more days to improve office skills when necessary.
- Willing to wear clean, neat clothing appropriate to administrative office.

Physical Demands

Physical Demands include extended periods of time standing or walking. Employee must be able to work a variety of hours and schedules. Other physical demands are proximate to comparable professional position in the public or private sector.
The physical demands described herein are representative of those an employee encounters while performing the essential functions and are not intended to limit the applicant pool. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Statement of Understanding**

I have been given an opportunity to read and I understand the essential duties, responsibilities, and requirements of this position.

A copy of the job description will be provided to me upon request.

________________________________   _______________
Signature                Date

________________________________________________ (Print)