DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Academic Department Secretary  DEPARTMENT: Architecture

DATE: August 1, 2010  SCHEDULE: Regular, Full-time; 12 month, M-F, 8 to 5

REPORTING SUPERVISOR: Administrative Assistant  FLSA: Non-exempt  IPEDS: C/S

JOB FUNCTION:
Receptionist for department; secretary to faculty; assists administrative assistant; responsible for resources room materials and equipment; maintains student records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 30%</td>
<td>Ongoing</td>
<td>Serves as receptionist by promptly greeting and assisting all who come into the office (faculty, students and visitors); using a multi-line telephone system, answers telephone, routes calls, records and distributes messages. Updates calendar on Brite board.</td>
</tr>
<tr>
<td>2. 13%</td>
<td>Each Semester</td>
<td>Verifies student architecture grade point averages and prepares various grade summaries and spreadsheets. Prepares grade summaries to determine candidates for review of applications to professional program, etc.</td>
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<tr>
<td>3. 10%</td>
<td>Ongoing</td>
<td>Responsible for materials, cameras and equipment in the resource room. Using department procedures, coordinates check in/out of these items, arranges for all repair and replacement of equipment, maintains supplies such as film, bulbs, etc., organizes materials according to SWEETS index, and returns materials and equipment to proper place when returned. Notifies administrative assistant of all overdue items.</td>
</tr>
<tr>
<td>4. 8%</td>
<td>Ongoing</td>
<td>Provides secretarial support to faculty for class projects; upon occasion monitors student tests and collects and/or distributes class materials and projects; provides secretarial assistance to director and associate director as needed, and to the administrative assistant for department projects.</td>
</tr>
<tr>
<td>5. 7%</td>
<td>Annually</td>
<td>Planning and secretarial responsibilities for Architecture Awareness Day in the fall.</td>
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<tr>
<td>6. 6%</td>
<td>Ongoing</td>
<td>Prepares class materials (typing syllabi, tests, and handouts) and uses a copy machine to duplicate class materials for faculty. Serves as secretary to the faculty providing them with secretarial support. Maintains class files to include course syllabus, grade sheets, a copy of all projects, handouts, exams and quizzes. On a regular basis, reviews the content of course files for each semester for proper information and documentation required by the National Architectural Accrediting Board (NAAB).</td>
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<tr>
<td>7. 5%</td>
<td>Ongoing</td>
<td>Using an after hours access form, processes it to Security. Maintains schedule of students to use photo lab. Assists with maintaining the building master reservation book and is responsible for securing set up forms for building/room usage.</td>
</tr>
<tr>
<td>8. 5%</td>
<td>Annually</td>
<td>Secretarial responsibilities for faculty search.</td>
</tr>
<tr>
<td>9. 4%</td>
<td>Ongoing</td>
<td>Maintains accurate and complete student advising files and current student rosters by academic year level and alpha order.</td>
</tr>
<tr>
<td>10. 3%</td>
<td>Annually</td>
<td>Secretarial responsibilities for preparation of the NAAB Architectural Program Report.</td>
</tr>
</tbody>
</table>
11. 3% Ongoing Coordinates prospective student visits with Admission office and H.S.A. faculty.

12. 3% Ongoing Assists with preparation for department faculty and committee meetings including arranging for food and beverages, notifying and sending meeting reminders.

13. 1% Ongoing Daily sorting and distribution of mail.

14. 1% Each Semester Contacts and orders from publishing companies desk copies of textbooks to be used in architecture classes.

15. 1% Ongoing Maintains mailing lists on database; prepares and assists with bulk mailings.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to accurately type, 60 wpm preferred.
2. Ability to work with the public effectively, pleasantly, and professionally.
3. Ability to communicate effectively on the telephone and in person with visitors, students, faculty, and staff members.
4. Ability to read and follow directions, policies, statements, mailing lists, correspondence, etc.
5. Ability to concentrate and produce under pressure.
6. Ability to work effectively in an open work space and perform multi-tasks.
7. Ability to maintain confidential information such as student grades, conversations, etc.
8. Ability to deal with stressful situations in a calm manner in a frequently fast-paced office.
9. Ability to understand and follow instructions regarding University and office policies, standard procedures and computer procedures.
10. Possess excellent writing, grammar, spelling and punctuation skills for editing information and/or communicate to students.
11. Possess excellent math skills for performing basic bookkeeping duties and to calculate grade point averages.
12. Ability to use an IBM computer system and laser printers for preparing reports, correspondence, etc.
13. Ability to use MS Word, MS Excel, IBM iSeries, Quicken/Access and other software for preparing reports, maintaining records and spreadsheets, and typing correspondence.
14. Ability to use a calculator for performing calculations accurately.
15. Ability to use a multi-line telephone for making and receiving, making, and transferring telephone calls.
16. Ability to use a facsimile machine to send and receive information.
17. Ability to use a copy machine for duplicating reports, correspondence, course syllabi, etc.
18. Ability to have a professional and neat appearance for greeting visitors.
19. Ability to manage time well and prioritize work.
20. Ability to use a binding machine to bind documents for class and office projects.
21. Associates degree in Office Administration or two years of related coursework or experience, or an equivalent combination of education and experience.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.