



## **SECRETARY, WORKFORCE & COMMUNITY OUTREACH**

### **FULL-TIME, BARGAINING UNIT POSITION**

Eastern Gateway Community College invites applications for the Secretary of Workforce and Community Outreach position. The Secretary for Workforce & Community Outreach is a multi-position class. Under direct and indirect supervision, the secretary provides secretarial and administrative support services to the Associate Dean of Community Outreach as well as department instructors. This position will be based at our main campus, located in Jefferson County.

**Hourly Wage: \$10.55**

**Salary is commensurate with the collective bargaining agreement.**

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Responsible for secretarial support of all services offered through the Workforce & Community Outreach Department.
- All non-credit class registrations, billings and cash receipts using the SunGard Power Campus registration software, online course registration, payments and billings for non-credit classes through Ed2Go.
- Advising students regarding course scheduling and requirements for non-credit and contract training courses.
- Invoicing companies/government agencies for individual students' tuition fees, company training and room rentals.
- Assisting in research and compilation of various reports at the director's/coordinator's requests.
- Maintaining petty cash fund and preparing daily deposit.
- Processing class refund requests.
- Creating and maintaining department mailing lists.
- Coordinating and processing bulk mailings.
- Sorting and distributing mail for Pugliese Center.
- Maintaining department and non-credit course files.
- Typing, processing, and distributing instructors' contracts, exams, and course syllabi.
- Class cancellation/postponement notifications.
- Inventory and ordering of office supplies.
- Composing general correspondence.
- Serving as receptionist for all departments at Pugliese Center.
- Serving as lead contact for scheduling rooms at the Pugliese Center.
- Serving as support to outside groups utilizing the Pugliese Center, which includes room setup, equipment setup, copies, fax, etc.

- Performs other tasks as assigned.

#### EDUCATION & EXPERIENCE:

- Associate Degree preferred but high school diploma with three years' secretarial and office management experience is acceptable.
- Work experience must include use of computer equipment.
- Knowledge Of Office management techniques, modern office procedures including proficiency in SunGard Power Campus software, Windows, Microsoft Word, and Microsoft Excel software, file and record maintenance, correct English usage such as grammar, punctuation, sentence construction, capitalization, vocabulary, etc., basic arithmetic, methods of letter and report writing, receptionist and telephone techniques.

#### SKILLS & ABILITIES:

- Skills in interpreting and applying college, department, and program policies and procedures.
- Organizing and maintaining a filing system.
- Performing a wide range of complex and detailed office management and secretarial duties in an accurate and speedy manner.
- Ability to learn college policies and procedures.
- Ability to learn how the department programs function; exercise sound judgment, work effectively and efficiently under pressure, meet deadlines, and establish and maintain effective working relationships.
- Type at least 60 WPM.
- Ability to operate a personal computer and various office equipment.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

**Administrative Services  
Eastern Gateway Community College  
4000 Sunset Blvd.  
Steubenville, OH 43952**

\*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.