



# Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

## POSITION VACANCY Department Secretary A – Social Science August 22, 2010

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- Position:** Muskegon Community College is seeking qualified candidates for the position of Department Secretary A – Social Science
- Responsibilities:** Perform secretarial and clerical duties for the department and other assigned staff members. Duties include secretarial, receptionist, assistance in departmental scheduling, bookkeeping and miscellaneous clerical functions. (40 weeks plus 4 weeks, equivalent thereof, to be arranged)
- Qualifications:**
1. Ability to accurately keyboard 50-60 w.p.m.
  2. Skilled use of Microsoft Office Suite 2007.
  3. Ability to effectively multi-task despite the distractions common in a busy academic office.
  4. Ability to deal with people of diverse backgrounds with diverse personalities in a positive and cheerful manner.
  5. Knowledge of basic college procedures and policies and initiative to keep up-to-date on changes.
  6. Tact, sound judgment, and effective communication skills in dealing with staff, students and outside persons.
  7. Willing to work flexible hours when needed.
  8. Work history that demonstrates dependability and punctuality.
- Salary:** Educational Support Staff II
- Hours:** Monday-Friday, 7:30 p.m. to 4:00 p.m. or as assigned by the Department Chairperson.
- Application Deadline:** August 30, 2010

### APPLICATION INSTRUCTIONS:

A new, completed, and signed Application Form with resume must be received no later than 4:30 p.m. on the posted deadline. A resume is not considered an application but as a supplement to the application. The college does not return application materials. Applications are available on our website at [www.muskegoncc.edu/hr](http://www.muskegoncc.edu/hr). **To receive an application, call, fax, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, Michigan 49442; call (231) 777-0698; fax to (231) 777-0601; e-mail to [HumanResources@muskegoncc.edu](mailto:HumanResources@muskegoncc.edu).**

## ESSENTIAL FUNCTIONS:

1. Receive telephone calls, provide information and refer callers to the proper staff members; take messages; answer inquiries requiring a knowledge of procedure and departmental operations; exercise discretion in giving information.
2. Perform routine filing of material that has already been classified or which is easily classified in a serial classification system (e.g., alphabetical, chronological or numerical). As requested, file and forward material. Perform simple clerical and manual tasks required to maintain and service files.
3. Type letters, tests, reports, minutes, questionnaires, surveys, syllabi, schedules, requisitions or other straight copy material from rough draft, transcription or corrected copy.
4. Type, check and assemble exams and “handouts” for instructors. Be available to operate copy machines or coordinate printing with Graphic Reproduction.
5. Prepare purchase orders and obtain necessary supplies and instructional materials required for the department. Pick up supplies and materials from the LRC, Bookstore or Media as required. The Datatel system will be used for purchasing supplies which will be delivered to the department.
6. Provide information to students or college staff members concerning faculty office or conference hours; record and maintain faculty schedules.
7. Make arrangements for regularly scheduled conferences and, as directed, for special meetings by notifying conferees, arranging meeting places, and making certain that reservations are available and arrangements have been made for food service and other details. Take minutes as necessary. Available for other department programs: e.g., Global Awareness, Candidates Forum, Model UN and others.
8. Schedule appointments and otherwise relieve faculty of clerical work and minor detail.
9. Serve as secretary/clerk to the department chairperson.
10. Type and distribute department meeting minutes as needed.
11. Act as a liaison between Bookstore and the faculty in the textbook ordering process.
12. Perform duties relative to Performance Base Scholarships; i.e. compile list, send letters, etc.
13. Addendum of duties to be created in coordination with Kathy Tosa.
14. Ability to work flexible hours to meet the needs of the department.
15. Sort and distribute mail to the department. Sort and distribute mail to proper persons.
16. Perform minor repair and maintenance on copy machine.
17. Perform miscellaneous other duties as assigned.

*Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need an accommodation of assistance in applying for this position, please contact Human Resources.*

**Muskegon Community College is an equal opportunity, employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.**