



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE: Secretary

DEPARTMENT: Upward Bound Project

PERSONNEL GROUP: Classified

POSITION GRADE: 15

POSITION STEP: _____

EMPLOYEE NAME: _____

POSITION REPORTS TO: Upward Bound Director

REVISION APPROVED BY:..... Carmen Seibert-Martinez

(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE: ... October 4, 2007

EDUCATIONAL REQUIREMENTS:

Minimum of an A.A. or A.A.S.

BASIC FUNCTION AND RESPONSIBILITY:

The secretary will assist and support the Upward Bound Project with the necessary clerical and office procedures required to maintain efficient and quality service delivery.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Develop and maintain a coherent and organized filing system;
2. Process student applications and statistics as required by the U.S. Department of Education;
3. Assist the Upward Bound project staff with programmatic work;
4. Assist project staff by obtaining information from the Financial Aid and Admission Offices as needed to provide services to the Upward Bound participants;
5. Provide program information to interested persons including potential participants, parents, teachers and counselors;
6. Efficiently perform all regular secretarial duties as required.
7. Perform other duties as assigned by the Director to support the goals and objectives of the unit.

SUPERVISION EXERCISED:

Work-study students and PT office clerk.

EXPERIENCE:

A minimum of one year experience in similar employment. Prior work experience in related field is preferred.

SKILLS, KNOWLEDGE, ABILITIES:

1. Proficient in the use of personal computer software programs such as Microsoft Word and Excel.
2. Knowledgeable of standard office procedures and able to perform routine duties in an acceptable manner;
3. Able to draft manuscripts, correspondence, etc.;
4. Able to effectively communicate with individuals (or groups) as needed.

LICENSES/CERTIFICATES: N/A

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 20 pounds.

WORKING CONDITIONS:

Inside work-in a well lighted and air conditioned area most of the time.

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employee Signature and Date

Supervisor Signature and Date

Sign and return to HR for placement into employee personnel file.