



# Laredo Community College

West End Washington St. • 5500 South Zapata Hwy. • Laredo, TX • www.laredo.edu

## POSITION JOB DESCRIPTION

DEPARTMENT: ..... ECONOMIC DEVELOPMENT CENTER

POSITION TITLE: ..... ADMINISTRATIVE SECRETARY

PERSONNEL GROUP: ..... CLASSIFIED

EMPLOYEE NAME: ..... VACANT

POSITION GRADE: ..... 17

POSITION STEP: .....

POSITION REPORTS TO: ..... MANUFACTURING TRAINING MANAGER

REVISION APPROVED BY: .....

(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE: .....

### EDUCATIONAL REQUIREMENTS:

High School Diploma or equivalent and/or three years related experience and/or training; or equivalent combination of education and experience.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Administrative Secretary is responsible for providing administrative organizational support to the college marketing team and all secretarial duties of the Light Manufacturing Institute of the Economic Development Center, and is responsible for administrative support of the office.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Serves as a resource for internal and external communication by maintaining office calendars, distributing mail, scheduling appointments and meetings, and alerting staff of deadlines and upcoming events.
2. Greets the public, provides typing, filing, data management, photocopying, complete forms, orders materials and supplies, and provides other administrative clerical support, which ensures the smooth operation of the department.
3. Maintains a calendar of campus and community activities of the Light Manufacturing Institute, which assists the college in promoting its objectives.
4. Maintains databases and collects information from constituent groups, which are used to market the college's services and programs.
5. Coordinates the execution of direct mail campaigns and is the department's resource person for bulk mail distribution.
6. Coordinates and maintains data on the production and distribution of marketing materials, brochures, and promotional items.
7. Assists in the scheduling, tracking and reporting of service requests received from

- external vendors and internal campus units/departments.
8. Performs computerized departmental bookkeeping; processes internal service charge reports, tracks advertising and other account expenses, maintains ledgers and provides periodic reports.
  9. Provides support for special events, media events and other special projects.
  10. Performs other duties, which support the marketing and public relations efforts of the Light Manufacturing Institute of Laredo Community College.

**SKILLS, KNOWLEDGE, ABILITIES:**

Ability to communicate fluently in English and Spanish. To perform this job successfully, an individual should have knowledge of accounting software and Microsoft Office programs.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

Prolonged periods of working at a computer workstation. Required to lift items weighing up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work-inside a well-lighted and air-conditioned area most of the time.

**SPECIAL CONDITIONS:**

Immediate supervisor may assign other duties. May be required to work outside regular working hours. May be required to work at a different college work site or campus as needed.

**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

\_\_\_\_\_  
Employees Signature and Date

\_\_\_\_\_  
Supervisors Signature and Date

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