

Job Description
Part-Time Secretary
Office of the President

Position Summary: The Secretary provides support for the Sr. Executive Assistant and the President of the university.

Receptionist

Greet students, prospective students, and visitors to the office
Answer and direct incoming calls to the appropriate parties

Secretarial

- Open and distribute mail
- File all correspondence, preferably electronically
- Purge files in December/January to keep cabinets in office current.
- Purchase office supplies
- Arrange all luncheons and dinners with Campus Dining & Campus Coordinator.
Includes: Reserving locations, selecting menus, completing pre-meal approval forms and requisitions, collecting RSVP's, securing parking places, preparing materials needed (maps, easels, admissions pieces, etc.).
- Keep refrigerators stocked with water for visitors
- Produce a yearly Board of Trustees Handbook
- Prepare travel forms for approval and reconciliation
- Secure food, rooms, and parking for Convocation
- Prepare the President's mileage monthly report
- Secure parking for all of the President's guests
- Work with the Executive Assistant in organizing home football game tailgates and Homecoming activities
- Reconcile Visa Statements
- Take minutes at all Staff meetings and provide announcement sheets
- Post Staff Meeting minutes on the MC website
- Update Trustee listing on the MC website
- Maintain the storage closet

Managerial

- Hire, schedule, train, and supervise student workers
- Schedule the President's Conference Room and Alumni Hall third floor