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JOB POSTING
OFFICE OF HUMAN RESOURCES
May 7, 2013

POSITION: Faculty Secretary

DEPARTMENT: Academic Programs and Services

DIVISION: Academic Affairs

Full-Time, Benefit Eligible Position

Function

• Provide clerical support to faculty in all departments.
• Generate and administer student evaluations of teaching.

Organizational Relationships

• Reporting to the Assistant to the Dean of Academic Programs and Services.

Specific Duties and Responsibilities

• Coordinate, organize, assemble, schedule and scan all student evaluations each trimester. Create master schedule of evaluations and coordinate with faculty and staff the administering of the evaluations. Type all comments for every instructor, compile and distribute reports to the program Deans and Directors for the review process. Track the completion of the evaluation process. Maintain and organize files for the evaluations. Purge the evaluation files every trimester.
• Scan all AOM exams. Duties include: creating the classes each trimester in Parscore, changing the grading criteria, generating reports and bringing concerns to the faculty member.
• Create and publish the final examination schedule. Work with faculty and modified students to minimize exam scheduling conflicts. Contact students with conflicts and coordinate their exams with faculty.
• Create and distribute the lab finals schedule.
• Prepare Dean’s List letters and distribute to students. Post list in display case on 1st level between Academic I and Library.
• Prepare and distribute inclement weather notification listing for program deans and directors.
• Organize and maintain student files.
• Assist faculty with office and instructional supply needs.
• Sort and distribute mail.
• Distribute payroll (biweekly) to faculty and academic affairs staff.
• During weeks 5 and 12 and during breaks clean and restock supplies in technique and lecture rooms. i.e.: face paper, hand sanitizer, paper towels, cavicide.
• Other duties as assigned.
Methods of Accountability

- Performance evaluations by Assistant to Dean of Academic Programs and Services.
- Faculty and student satisfaction with Academic Affairs personnel.

Mental and Physical Requirements

- Excellent organizational, written and oral communication skills necessary with emphasis on customer service philosophy.
- Ability to effectively interact and communicate with all college community.
- Ability to perform multiple tasks flexibly and independently, due to interruptions.
- Attention to detail and accuracy essential.
- Possess good listening skills.
- Ability to evaluate and prioritize workload.
- Ability to tolerate occasional hallway noise and distractions.
- Ability to handle high level of discretion and confidentiality.

Education and Experience

- High school diploma with emphasis on secretarial skills and/or minimum of 2-3 years secretarial experience, preferable in an educational setting required.
- Knowledge of MS Word, PowerPoint, and Excel required.
- Knowledge of CAMS, Parscore, Class Climate preferred.

Working Environment and Conditions

- Welcoming and professional service oriented environment.
- Supportive working relationship with faculty, staff and co-workers.

Equipment and Tools

- General office equipment and supplies.
- Computer, printer and software.

If you are interested in applying for this position; please submit a cover letter, resume and three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: cquill@nycc.edu.