

Sr. Secretary (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=134199>

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Posted Dec. 2, 2019, removed Jan. 16, 2020

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| Job Title | Sr. Secretary (Reg FT) |
| Department | |
| Institution | Community College of Allegheny County Pittsburgh, Pennsylvania |
| Date Posted | Dec. 2, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Administrative Support/Services |
| Apply Online Here | https://apptrkr.com/1727022 |

Apply By Email

Job Description

Sr. Secretary (Reg FT)

Position Title: Sr. Secretary (Reg FT)

Department: Con Ed Business Office

Campus: West Hills Center

Additional Information: This positions will need to provide administrative and customer support through excellent customer service skills. Workload includes special projects, office workflow, academic support, appointments, correspondence, grant support, purchasing, payroll, and course records control. May perform duties of a sensitive and confidential nature.

Benefits: CCAC offers an exceptional benefits package. Highlights include an excellent health plan with very low out-of-pocket expense network option, generous time off and holiday pay, a 403b retirement



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plan with up to 10% employer match or other options through the State's retirement defined benefit pension system, free employee parking, public service (student) loan forgiveness eligible employer, and employer paid benefits including group life insurance, short-term and long-term disability insurance, and flexible spending accounts.

Work Hours (for hourly positions): Monday - Thursday; 9:00 am - 5:00 pm Friday; 8:30 am - 4:30 pm
Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Salary Grade: SEIU E - \$18.38

Job Category: Office Support Staff/Maintenance/Housekeeping

Employment Type: Regular Full-Time

Job Slot: 0577

Job Open Date: 11/27/2019

Job Close Date: 12/13/2019

General Summary: Performs a variety of administrative secretarial duties for a major campus department or division, which may include preparation of complex correspondence, reports, advertisements and news releases, developing filing systems and other analytical assignments.

Job Specifications: Communicate effectively and follow written and oral instructions. Accurately provide and record information, and compile reports. Failure to meet deadlines could result in rework or delay.

Education and Experience: High school education and coursework in secretarial science plus three years of relevant experience gained through previous job related training or education.

Certifications/Licensures: N/A.

Skill Requirements: Must operate office equipment with speed and accuracy, including a personal computer and appropriate software packages. Operate fax, copier, Dictaphone, and switchboard as needed. Should possess good communication, interpersonal and organization skills.

Physical Requirements: If applicable: Must be able to work in a general office environment with the ability to sit for at least 2 hours without interruption. Ability to communicate effectively and follow written



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and oral instructions.

Job Duties: 1. Prepares complex correspondence, reports, advertisements, news releases and other documentation. 2. Develops and maintains complex filing systems for confidential materials. 3. Interfaces with students, faculty, staff and outside agencies to exchange information, provide policy interpretation and provide initial assistance in resolving complaints. 4. Arranges for conferences and special events which include preparing agenda, designing brochures and programs, advertising, overseeing registration and scheduling facilities and resources. 5. Compiles payroll for employees and part-time personnel; prepares and maintains budgetary and other financial information and investigates discrepancies. 6. Compiles data for contracts, audits, government requirements and college-side reports; performs related calculations and verifies work for accuracy and completeness. 7. Takes and distributes minutes of management meetings. 8. Performs other related duties as required or assigned. **Secondary Duties (If applicable):** May be required to take and transcribe oral dictation.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available

[url=https://apptrkr.com/get_redirect.php?id=1727022&targetURL=https://ccac.csod.com/ats/careersite/search]

To view the full job posting and apply for this position, go to:

[url=<https://apptrkr.com/1727022>]<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=536&site=3>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Community College of Allegheny County

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