

**INDIAN CAPITAL TECHNOLOGY CENTER
DISTRICT NO. 4**

JOB DESCRIPTION

POSITION:	Secretary – Nursing & Adult Health Careers (Muskogee Campus)
RESPONSIBLE TO:	Director for Nursing & Adult Health Careers
QUALIFICATIONS EDUCATION:	High School Diploma; Prefer Technical Business & Office Training
CERTIFICATION:	Not required
EXPERIENCE:	Minimum of three years of secretarial experience. Successful communication with the public in person and via telephone. Accounting and financial aid experience an asset.
SKILLS:	<p>Excellent human relations and communication skills.</p> <p>Excellent organizational skills with ability to perform responsibilities on own initiative with minimal supervision including planning, executing, and completing assignments in a timely manner while managing multiple priorities.</p> <p>Skills in proofing and word processing as well as ability to compose and prepare correctly written communications.</p> <p>Proficient in computer applications in word processing, spreadsheet, and database with competence in: Microsoft Suite (Microsoft Word, Microsoft Excel, Microsoft Access), QuickBooks and Windows , as well as ability to learn other computer applications.</p> <p>Ability to learn district Student Accounting Data System (PowerSchool)</p> <p>Typing skills of at least 50-60 wpm with minimum errors is preferred.</p> <p>Basic math skills.</p> <p>Bookkeeping skills and Accounting Software Use (TRENDS)</p> <p>Maintenance and administration of records.</p>
OTHER:	Mature, responsible, discreet, and able to maintain confidentiality.

DEPENDABILITY: Punctual and regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities as well as travel within and outside the school district.

PHYSICAL/MENTAL STANDARDS: Ability to read, comprehend, and evaluate varied documents. Ability to stand for long periods of time and move around the office area. Requires stooping, bending and pulling. Requires lifting, handling and carrying of such articles as books, manuals, files and job related items. Ability to operate a 4-wheel vehicle in order to travel. Required to lift up to 35 lbs.

EMOTIONAL EFFORT: Moderate to extreme. Frequent deadlines requiring concentrated effort and overtime work. Must be a self-starter. Must have ability to prioritize time, assignments and projects while handling a high volume of customer service and needs. Able to handle high stress situations at peak periods.

PERSONNEL CLASSIFICATION: Support Personnel; Non-Exempt

LENGTH OF CONTRACT: Twelve (12) month; SC Salary Schedule, 40 hours per week

PRIMARY FUNCTION: Provide secretarial support for the practical nursing program and adult health education careers, and assist the Director/Assistant Director in maintaining quality service for the district and its employees and customers in a congenial, professional manner.

**ESSENTIAL JOB FUNCTIONS/
MAJOR DUTIES:**

1. Establish and maintain a good working relationship with all employees of Indian Capital Technology Center.
2. Keep up-to-date and comply with state and federal regulations, program regulatory and accreditation regulations, and district policies and procedures.
3. Assist internal and external clients as appropriate.
4. Organize and maintain an efficient filing system for confidential department files.
5. Respect and maintain the confidentiality of appropriate student files and district information.

6. Assist in maintaining inventory of disposable and non-disposable equipment/supplies within the areas of responsibility.
7. Prepare orders and requisitions for supplies, equipment, and services within the designated areas of responsibility. Follow-up on orders that are shipped incomplete. Place orders for supplies, equipment, etc. Organize and maintain purchasing documentation appropriately and for quick reference.
8. Assist in monitoring and maintaining department budget within areas of responsibility. Code requisitions according to accounting system.
9. Enter, update and maintain appropriate student/department data in department data base and in student accounting system as appropriate.
10. Compile information and assist in the preparation of department and district reports and those required by various agencies.
11. Perform word processing, formatting, and copying of documents including but not limited to training materials, and any other departmental information, forms, etc.
12. Perform word processing and distribution of communication.
13. Correspond with all agencies conducting business with the department including but not limited to:
program applicants, students, funding agents, Oklahoma State Department of Health, regulatory and accrediting agencies, vendors and suppliers, etc.
14. Prepare certificates, grade cards and transcripts.
15. Maintain accurate student records on the Student Accounting System.
16. Prepare contracts and invoices.
17. Assist with daily office routine.
18. Maintain professional appearance of office area.
19. Organize and assist with the student application process.
20. Assist students with financial aid information and forms.
21. Communicate with financial aid agencies regarding

department/student tuition/fees.

- 22. Work with bursar to maintain accurate/written records of tuition/fee payment made by students.
- 23. Assist in the collection of student payments made to ICTC.
- 24. Participate in periodic evaluations of own performance with Director for Nursing and Adult Health Careers
- 25. Perform such other duties and assume such other responsibilities as may be required to accomplish the essential job functions as directed by the Director.
- 26. It is expected for employee to be on time each workday as this is essential to the employee's job.
- 27. Other jobs/tasks as described and requested by administrator.

RELATIONSHIPS:

- Internal: Build a good harmonious rapport and work cooperatively with all district personnel while achieving the duties, responsibilities and objectives of the job.
- External: Assist and communicate with students, other organization personnel and clients in a pleasant, friendly and sociable manner.

Indian Capital Technology Center does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or qualified disability.

_____	_____
Signature of Employee	Date
_____	_____
Signature of Supervisor	Date