



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

SECRETARY II, OFFICE OF THE PRESIDENT

POSITION REFERENCE NUMBER: 10932-101

GENERAL FUNCTION

This position will work in the Office of the President performing full secretarial duties. This position will report to the Sr. Executive Assistant, Office of the President. The incumbent must be capable of working independently to determine and set priorities, resolve issues and organize multiple activities. Maturity, tact and diplomacy are critical to ensure positive and productive interactions with faculty, staff and senior level management.

RESPONSIBILITIES

1. Work independently to establish and monitor related records and documents. Assist with maintenance of various matrix for Office of President.
2. Write appropriate responses and make independent decisions when handling requests, staff related job duties in the Office of the President.
3. Work with Sr. Executive Assistant and collaboratively with Administrative Assistant, Institutional Advancement to ensure smooth operation of the office.
4. Answer phones, record messages thoroughly. Screen visitors/calls and greet visitors/students.
5. Copying/filing/scanning.
6. Pay invoices over the phone.
7. Preparing/reconciling purchasing card statements/IntelliLink transactions.
8. Format and print general letters for Office of the President.
9. Scan and maintain contacts to NEAT and maintain list of contacts for President.
10. Confirm appointments.
11. Make restaurant reservations.
12. Open and/or close office.
13. Order and maintain office supplies.
14. Maintain maps; information in Office of the President (keep current).
15. Preparing and printing birthday note cards and labels for mailing.
16. Prepare notes, packages for mailing.
17. Stocking beverages, coffees, etc.
18. Maintain clocks.
19. Run errands as needed (on and off) campus.
20. Gather RSVPs for various events/meetings.
21. Work with IT on technology issues and to resolve hardware/software/social media issues.
22. Open and distribute U.S. mail and maintain email for Office of the President email account.
23. On occasion this position may need to drive to access supplies on behalf of the President's Office.
24. Perform all other duties as assigned.



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MINIMUM QUALIFICATIONS

1. High school diploma required.
2. Proficiency in Microsoft software.
3. Ability to conduct basic research. Write in clear and concise manner.
4. Valid driver's license.
5. Ability to make independent judgments, handle sensitive and confidential information.
6. Ability to learn and adjust to new technology.
7. Excellent interpersonal and communication skills.
8. Able to work/multitask, daily administrative tasks.
9. Flexible and dependable.

OTHER INFORMATION

Exemption Status: **Non-Exempt**

Post Date: **June 9, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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