



Position Title: Senior Clerk, STEM-TRAC
Reports To: Program Director
Department: School of Science
Prepared By/Date: Donna French/10-13-2011
Approved By/Date: Dr. Heather Belmont/10-14-2011
Revised:

Job Code: 4109
Job Group: SNE
Salary Grade: 10
FLSA Status: Non-Exempt

Summary:

The Senior Clerk for the STEM-TRAC grant will provide support to the Project Director with the coordination of the STEM program activities and objectives. This is an advanced position requiring clerical oversight of a multi-campus project.

Essential Duties and Responsibilities:

- Maintains office operations and filing systems for three independent campus locations, which will include multi-campus departmental records, personal logs, program filing system, database management and student records
- Implements, supervises, and ensures that proper procedures are followed for Agreement of Services Contracts for external partners (St. Thomas University) and contractors, Disbursement Requests, Travel Reimbursements and other Accounts Payable and purchasing functions
- Maintains attendance and payroll records and corresponding filing systems for all full-time and part-time employees
- Maintains unit budget including controlling purchases of equipment and supply inventories for each campus, the external partner, as well as the master budget
- Prepares and processes correspondence, operational reports and other records according to grant guidelines and requirement
- Directs phone calls and provides support to the program director, part-time instructors and tutors with advanced and complex clerical functions
- Assists with special projects and assists with appointment calendars
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of the principles of office management practices, procedures, equipment and operational requirements in the assigned department
- Knowledge of college policies, procedures, state rules, and statutes
- Knowledge and proficiency in Microsoft applications
- Possess excellent communication and customer service skills
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of the organization
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to work with user communities of diverse backgrounds and skill levels
- Ability to work a flexible schedule which may include evening and weekend assignments
- Ability to provide own transportation and to travel amongst campuses
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate’s degree in related field and three (3) years of experience in responsible related clerical work including supervisory experience; or equivalent combination of experience and education

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name