



Secretary to the Dean ~ School of Social Sciences

ESSENTIAL FUNCTIONS:

- Manage computer lab for the School of Social Sciences
- Provide secretarial and administrative assistance to the Dean including recording meeting minutes and preparing various reports
- Coordinate scheduling of classes and room availability
- Maintain electronic file and hard copy of all minutes from faculty committee and department head meetings.
- Maintain an electronic and notebook file of all course schedules, rosters, and syllabi for each semester.
- Assist department heads in preparation of all reports for the Dean
- Maintain an electronic file of all communications from the Dean to the faculty and students
- Pickup and distribute School of Education mail from campus mailroom and other departments as needed.
- Maintain and update School of Social Sciences database and web pages
- Process work orders and budget requisitions through the Administrative Assistant
- Complete other assignments, under the supervision of the Administrative Assistant

EDUCATION and EXPERIENCE:

- High school diploma with at least 2 years experience in office administration

REQUIREMENTS:

- Self starter who can attend to details and is well organized
- Punctual and dependable
- Ability to multi-task
- Proficient knowledge in Microsoft Office Suites, especially Word, Excel and Access

ENVIRONMENTAL/PHYSICAL CONDITIONS:

- Working environment is a computer lab and business office setting
- Demands normal manual dexterity and visual and auditory acuity.
- Must be mobile throughout the campus.
- Nothing in this job description restricts the Dean's right to assign or reassign duties and responsibilities to this job at any time

Qualified applicants should send 1) cover letter, 2) current vita, including the names of three references and job history and, 3) college transcripts as applicable to:

Mrs. Cynthia J. Hawkins, Director
Human Resources Management
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Phone: 386-481-2049
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For More Information visit www.cookman.edu