

POSITION ANNOUNCEMENT

POSITION: Secretary
JOB CODE: BCAT: 00510X
DEPARTMENT: Financial Operations
SALARY RANGE: Up to \$25,000 Annually
APPLICATION DEADLINE: February 19, 2009

QUALIFICATIONS:

Graduation from an accredited Association of Arts or Technical Institute Program, having successfully completed courses in typewriting and general office practice and procedures, or an equivalent combination of training and experience; ability to operate modern office machines, word processors and computers, proficient in the use of Microsoft Office, i.e., MS Word, MS Excel, Ms Publisher; must possess the ability to professionally meet and serve students, faculty, staff, and the public and maintain effective working relations; must be able to contribute to a positive environment and accurately multitask in a changing environment. **Clerical testing will be administered regardless of previous education or experience and must be scheduled within 5 (five) working days of the application deadline. Please call (229) 430-1631 for scheduling.**

ILLUSTRATIVE EXAMPLES OF WORK:

- Greets individuals and the general public; provides information pertaining to policies and procedures.
- Coordinates and supervises work of student assistants; keeps varied administrative and fiscal records, for example cash receipts log and Agency Account folders.
- Answers the telephone and makes travel arrangements for the department head and other staff members.
- Composes routine letters and other correspondence.
- Responsible for maintaining a detailed log of cash transaction transmitted by other departments.
- Operates various office machines and maintains supply inventory.
- Transmits checks to cashiers and distribute timesheets.
- Possesses basic knowledge of Banner and PeopleSoft Financials.
- Distributes payroll and operating checks as needed.
- Orders supplies and materials for office use through use of P-card and purchase order.
- Assists students and public during registration.
- Provides assistance to Student Accounts Manager, as needed.
- Assists with student invoice/billing process.
- Performs other duties, as required.

APPLICATION REQUIREMENTS:

Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. In the event a degree is required, official transcripts will be necessary upon employment. Interested candidates should submit an application and resume to:

**Human Resources Management
Albany State University
504 College Drive
Albany, GA 31705**

DD: 2/5/10