

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Administrative Secretary to the Dean
Location:	Big Rapids (Main Campus)
Department:	40000 - EIO BR Admin
Advertised Salary:	\$45,000-\$55,000 - Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
FLSA:	Non-Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	Provide responsible, independent, and complex secretarial and accounting services to the Dean and the unit. Produce budgetary analysis, account reconciliation, expense processing, reports, invoicing, and deposits, and make recommendations to the Dean. Provide assistance in facilitating the direction of the departments within the unit. Communicate to internal and external constituents effectively, both orally and in writing. Regularly work with sensitive and confidential information. Responsible for training and supervising assigned staff. The anticipated start date for this position is March of 2023. However, this is an estimated date and can be revised if needed.
Position Type:	Staff
Required Education:	Bachelor's degree in business, closely related field, or equivalent combination of education and work experience. The requirements listed represent the required knowledge, skill, and/or ability. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities may be

	considered. Equivalency for education is two years of full-time related work experience equals one year of education.
Required Work Experience:	<ul style="list-style-type: none"> • Three years full-time (or equivalent) experience performing progressively advanced secretarial or accounting duties in an office environment. Equivalency for part-time work experience would be 6 years. Proficiency with computer applications such as Microsoft Office. Demonstrated ability to communicate effectively both orally and in writing.
Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Lifting • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	<ul style="list-style-type: none"> • Bachelor's degree in Finance, Accounting, or other closely related fields. • Experience analyzing a wide variety of data. • Prior work experience in higher education. • Previous supervisory experience. • Experience working with accounting, budgets, finance, and data analysis. • Previous work experience with computerized accounting systems.
Essential Duties/Responsibilities:	<ul style="list-style-type: none"> • Manage and coordinate the function of the Dean's office. • Perform routine office procedures such as scheduling and maintaining calendars, coordinating events, processing travel requests and reports, preparing employment assignment forms, maintaining unit personnel records, and supporting projects requested by the dean. • Answer routine correspondence and inquiries from faculty, staff, students, Ferris offices, other unit stakeholders, and the public regarding information and established policies

	<p>and procedures. Refer questions to the appropriate office as necessary.</p> <ul style="list-style-type: none">• Prepare for and record minutes of meetings as directed.• Draft non-routine correspondence for review and approval by the dean.• Assist the dean in maintaining deadlines mandated by the president's and provost's offices.• Draft, proofread, and edit documents, policies, procedures, correspondence, and other materials.• Coordinate and maintain communications across the unit's primary constituents.• Establish and maintain filing systems for all digital and hard copy documents, including correspondence and financial documentation.• Support the unit's staffing and personnel functions, including position control and budgets. Provide secretarial support to search committees as needed.• Process Personnel Action Forms (PAFs).• Research, monitor, analyze, and interpret complex financial data, reports, and records on general and non-general fund accounts/budget accounts. Make recommendations based on data and act as authorized.• Maintain and monitor all general and non-general fund account and budget records.• Prepare and process documents such as purchase orders, equipment and supply requisitions, payment vouchers, and travel-related documents.• Assemble data from records and prepare reports, lists, charts, tables, accounts, and billings for internal and external use.• Guide all department personnel regarding current procedures and policies.• Responsible for the hiring, training, and supervision of assigned staff and students.• Serve on various position-related committees.• Demonstrates understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members.• Perform all duties in compliance with applicable university policies and procedures and state and federal requirements.• Maintain the confidentiality of designated information and sensitive matters.
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	<ul style="list-style-type: none"> • Perform routine functions generally accomplished by other employees in their absence. • Any other duties assigned within the position classification area. • Reports to the Dean.
Marginal Duties/Responsibilities:	<ul style="list-style-type: none"> • Serve on committees and task forces at the University. • Participate in relevant professional development and training activities. • Meet and collaborate with others to promote consistency, operational efficiencies, best practices, and good communication.
Skills and Abilities:	<ul style="list-style-type: none"> • Communicate and work effectively with a diverse population of students, faculty, staff, visitors, and external audiences in various situations, both orally and in written form. • Maintain budget materials; requires math and organizational skills. • Demonstrated commitment, experience, and understanding of diversity, equity, and inclusion. • Work directly with people from diverse racial, ethnic, and socioeconomic backgrounds. • Handle confidential material with discretion. • Interpret faculty, staff, and student problems and direct them to the proper resource. • Plan, organize, and make sound judgments and decisions. • Operate various standard office machines and equipment such as computers, calculators, scanners, multiline telephones, and copiers. • Use computer software, including word processing, spreadsheets, databases, electronic mail, and enterprise applications. • Utilize the rules of proper grammar, correct spelling and punctuation, and correct arrangement of information.
Required Documents:	<ul style="list-style-type: none"> • Cover Letter • Resume • Unofficial Transcript 1
Optional Documents:	

Special Instructions to Applicants:	<p>Unofficial Transcript 1 (OPTIONAL): Applicants who have completed college coursework or attained a degree must attach a copy of unofficial transcript. If you do not have a transcript, please write a justification explaining how your work experience is equivalent to the required education and attach that justification in lieu of the transcript.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
Initial Application Review Date:	March 6, 2023
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information:	<p>For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at fsujobs@ferris.edu.</p>
EEO Statement:	<p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at ferris.edu. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement.</p>