

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Administrative Secretary to the Dean
Location:	Big Rapids (Main Campus)
Department:	38000 - CET Deans Office
Advertised Salary:	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:	<p>The anticipated start date for this position is December 2022. However, this is an estimated date and can be revised.</p> <p>Provide responsible, independent, and complex secretarial services to the Dean and the College. Aid in facilitating direction of the schools within the college.</p>
Position Type:	Staff
Required Education:	<p>Bachelor's degree in Business or closely related field or equivalent.</p> <p>The requirements listed are representative of the knowledge, skill, and/or ability required. 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.</p>

Required Work Experience:	Three years of demonstrated full-time experience in a progressive secretarial office environment that includes supervisory duties.
Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Twisting • Balancing • Lifting • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	<p>Work experience in higher education.</p> <p>Experience with Banner, Concur, and PageUp.</p> <p>Experience in event planning.</p> <p>Experience with data collection and processing.</p>
Essential Duties/Responsibilities:	<p>Independently answer routine correspondence and mail, prepare for and record minutes of meetings, draft routine and non-routine correspondence for review and approval by the dean.</p> <p>Create, proofread, and edit documents, policies, procedures, and correspondence and other materials on various office machines (computers, fax, scanner, copier, etc.)</p> <p>Perform routine functions normally accomplished by other employees in their absence.</p> <p>Assemble data from records and prepare reports, lists, charts, tables, and accounts and billings for internal and external use.</p> <p>Perform routine office procedures such as scheduling and maintaining calendars, coordinating events, processing travel, processing payroll, preparing employment assignment forms, and supporting projects requested by the Provost and Vice President of Academic Affairs.</p>

	<p>Support the college's staffing and personnel functions, to include position control and budgets.</p> <p>Answer and refer inquiries from faculty, staff, students, Ferris State University offices, College of Engineering Technology Schools and the public regarding information and established policies and procedures.</p> <p>Establish and maintain filing system (hard copy and digital) to include personnel items, correspondence, etc.</p> <p>Serve as administrative liaison/contact person/support staff for faculty committees, including promotion/merit, academic review hearings, faculty recruitment, and sabbatical leave.</p> <p>Monitor college budget as required and serve as back up to Account Specialist.</p> <p>Involved in tracking employment hiring packages from start to finish and initiate Personnel Action Forms (PAFs).</p> <p>Coordinate annual events and ceremonies.</p> <p>Develop administrative services policies and procedures to ensure smooth workflow in the college's administrative offices.</p> <p>Assist the dean in maintaining deadlines as mandated by the President's and Provost's offices, collective bargaining agreements, etc.</p> <p>Carries out responsibilities in accordance with University policies and applicable laws.</p> <p>Directly responsible to the Dean and provides positive support for the Dean both internally and externally.</p> <p>Responsible for maintaining the confidentiality of information.</p> <p>Responsible for the training and supervision of assigned staff.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students,</p>
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	<p>faculty, staff and community members.</p> <p>Any other duties assigned within the position classification area.</p>
Marginal Duties/Responsibilities:	<p>Serve on committees and task forces at the university.</p> <p>Participate in relevant professional development and training activities.</p> <p>Meet and collaborate with others to promote consistency, operational efficiencies, best practices, and good communications.</p>
Skills and Abilities:	<p>Communicate effectively both orally and in writing.</p> <p>Coordinate budget management within the college.</p> <p>Operate a variety of standard office machines and equipment such as a computer, facsimile, multi-line telephone, copier, calculator, and shredder, to include making minor adjustments (require some mechanical aptitude).</p> <p>Plan, organize, and make sound judgments in cooperation with the Dean.</p> <p>Successfully interact with faculty, staff, and diverse student population.</p> <p>Use computer software such as word processing, spreadsheets, data base, electronic mail application, PageUp, Concur, Banner, etc.</p> <p>Utilize proper grammar, correct spelling and punctuation, and proper arrangement of information (form and format) when preparing correspondence and documents.</p> <p>Demonstrated commitment, experience and understanding for diversity, equity and inclusion.</p>
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter • Unofficial Transcript 1
Optional Documents:	

Special Instructions to Applicants:	<p>Unofficial Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Bachelor's degree if applicable. 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:	December 5, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	<p>For inquiries related to this job posting please contact Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs@ferris.edu</p> <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>