

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Secretary Level 3
<b>Location:</b>	Grand Rapids
<b>Department:</b>	42001 - EIO Grand Rapids Admin
<b>Advertised Salary:</b>	\$19.05 - \$24.5553 Hourly rate pursuant to the FSU and CTA/MEA-NEA Agreement
<b>FLSA:</b>	Non-Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	Clerical-Technical Association (MEA-NEA)
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	Just Cause
<b>Summary of Position:</b>	Provide responsible, independent secretarial support within the major unit's established departmental policies and procedures and related work areas. Regularly work with sensitive and confidential information. The anticipated start date for this position is August 2023. However, this is an estimated date and can be revised if needed.
<b>Position Type:</b>	Staff
<b>Required Education:</b>	Satisfactory completion of three years of college or equivalent such as military, technical training, or business/technical schooling. The requirements listed represent the knowledge, skill, and 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 work experience equals one year of education.
<b>Required Work Experience:</b>	Two years of full-time secretarial work experience, including using word processing and spreadsheet software, detailed data entry and maintenance, bookkeeping, office supervisory responsibility, and

	public contact where tact and diplomacy are required. Two years part-time is equivalent to one year full-time.
<b>Required Licenses and Certifications:</b>	
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Moving</li> <li>• Sitting</li> <li>• Repetitive movement</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	<p>Two years of business-related coursework.</p> <p>Experience working in a higher education environment.</p> <p>Experience working with relationship management systems and databases.</p> <p>Proven written and oral communication skills.</p>
<b>Essential Duties/Responsibilities:</b>	<p>Communicate effectively with various students, faculty, staff, and visitors.</p> <p>Answer or refer inquiries from various internal and external sources, and explain and interpret the policies, practices, and procedures of a large department and major division.</p> <p>Assist students with questions, resources, and scheduling appointments.</p> <p>Assist students with registration, drops, and adds.</p> <p>Verify the scheduling of course offerings, classrooms, and laboratories.</p> <p>Independently answer routine correspondence. Draft non-routine correspondence for review and approval of supervisor.</p> <p>Initiate correspondence requiring an understanding the unit's activities, policies, and procedures.</p> <p>Regularly deal with sensitive and confidential matters. Maintain the confidentiality of designated information.</p> <p>Prepare and maintain information for such documents as correspondence, memos, reports, etc., using computer software such as word processing, spreadsheet, database, and file management.</p> <p>Research information as background for incoming and outgoing communications.</p> <p>Review and interpret incoming mail and assemble files and related materials to facilitate supervisor or appropriate office response.</p> <p>Utilize the rules of proper grammar, correct spelling and punctuation, and correct arrangement of information.</p> <p>Assist in the gathering of data for institutional key performance indicators and outcomes.</p> <p>Coordinate intra-unit operations, procedures, and activities with other secretarial/clerical personnel to consistently apply policies</p>

	<p>and procedures.</p> <p>Coordinate special departmental functions such as recruitment activities, graduation, meetings, conferences, workshops, seminars, etc., by scheduling facilities, preparing agendas, and arranging services and equipment.</p> <p>Establish and maintain filing and recordkeeping systems.</p> <p>Input, retrieve, download, merge, and output information from software programs and systems.</p> <p>Support staff, instructor, and student hiring processes, including position postings and hiring documentation.</p> <p>Interview, hire, train, and direct student employees. Train and direct non-bargaining unit clerical employees.</p> <p>Maintain databases and tracking logs.</p> <p>Review travel requests and expense reports for accuracy and compliance with university and departmental policies.</p> <p>Perform bookkeeping/recordkeeping/calculations for employee assignments, faculty assignments, and other designated activities.</p> <p>Perform basic mathematical operations with accuracy.</p> <p>Use computer software such as word processing, spreadsheets, and database.</p> <p>Participates in and supports appropriate committees. May attend appropriate meetings.</p> <p>Perform any/all duties as defined in Secretary Level I and II position descriptions.</p> <p>Any other duties assigned within the position classification area.</p> <p>Demonstrates understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members.</p> <p>Reports to immediate supervisor.</p>
<p><b>Marginal Duties/Responsibilities:</b></p>	<p>Provide backup assistance for other clerical positions and perform routine office support duties.</p> <p>Serve on committees and task forces at the University.</p> <p>Cross-train to perform other administrative functions within the unit.</p> <p>Participate in appropriate professional development and training activities.</p>
<p><b>Skills and Abilities:</b></p>	<p>Communicate and work effectively with a diverse population of students, faculty, staff, and visitors in various situations.</p> <p>Input, retrieve, download, merge, and output information from various software programs and systems.</p> <p>Interpret student problems and direct them to the proper resource.</p> <p>Perform basic mathematical operations with accuracy.</p> <p>Use computer software such as word processing, spreadsheets, and database.</p>

	<p>Operate various office machines and equipment such as multi-line telephones and copiers.</p> <p>Plan, organize, and make sound judgments and decisions.</p> <p>Supervise, direct, and train others in performing characteristic duties.</p> <p>Utilize the rules of proper grammar, correct spelling and punctuation, and correct arrangement of information.</p> <p>Monitor and maintain budget records and reports.</p> <p>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• Unofficial Transcript 1</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	<p>Unofficial Transcript 1 (REQUIRED): Applicants must attach a copy of the unofficial transcript demonstrating three years of college 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>The transcript must include: Institution name, applicant name, date of credits/degree attained, and credits/degree awarded. The finalist will be required to submit an official transcript (if applicable).</p>
<b>Initial Application Review Date:</b>	July 17th, 2023
<b>Open Until Position is Filled?:</b>	True
<b>Posting Close Date:</b>	
<b>Contact Information:</b>	<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 <a href="mailto:fsujobs@ferris.edu">fsujobs@ferris.edu</a>.</p>
<b>EEO Statement:</b>	<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,</p>

	<p>diversity, and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a>. 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: <a href="#">Ferris Non-Discrimination Statement</a>.</p>
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