

Title:

Secretary to the Director (S)-.-1 ctthe Department of Student Services by responding to o
requests while performing a wide variety of communication, clerical, record keeping,

to handle essential ~~tasks~~ assigned.

and distributes messages, responds to requests for

olicy, and assists with written and electronic

aff, and public using tact, courtesy, and

Qualifications:

1. Education Level High School Diploma or equivalent
2. Certification or LicensureNone
3. Experience desiredSchool registration/enrollment and student information system experience desirable.
4. Other requirements:
 1. Excellent oral and written communication skills including correct spelling, grammar, and punctuation usage.
 2. Excellent computer skills including experience working with MS Office tools, Google Suite, Email, electronic calendars, and the Internet while having the desire and initiative to learn other programs.
 - 3.