

Legacy UMDNJ Generic Job Description

Job Title: Secretary II
Department: Generic

If interested, please email Jessie Thomas, Administration Manager at thomasjz@rowan.edu.

Please include a copy of your CV.

Use subject format: Last Name -Work Study Candidate. Exm: Smith- Work Study Candidate

SUMMARY

Performs a variety of secretarial services and provides administrative support within a department, division or office. Assists with coordination of various clerical activities and projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Composes routine correspondence. Transcribes and/or types from handwritten drafts, various correspondence and reports. Responsible for proper grammar, spelling, punctuation, format and arrangement of material.

Maintains confidential correspondence and other files.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities.

Answers telephone calls for the office and maintains a schedule of appointments and the daily engagement calendar of the supervisor and other department personnel.

Maintains and updates office supplies.

Arranges and coordinates travel schedules and reservations.

May provide support for one or more professionals.

Completes purchase orders, check requests and other University forms and maintains logs of same. Ensures adequate level of supplies for the department.

Reviews, sorts and routes incoming correspondence and mail.

Assists in the establishment of office/clerical procedures.

Monitor and Approve room reservations through 25Live queue.

Understands and adheres to legacy UMDNJ compliance standards as they appear in the Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.
Performs other duties as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Graduation from an accredited program in secretarial studies plus three (3) years of full-time secretarial experience required. An additional year of experience is required in lieu of the secretarial program. Proficiency in typing and word processing skills required. Experience with additional software packages preferred. College credits may be substituted on a year-for-year basis for secretarial experience. Up to sixty (60) credits may be substituted for two years of secretarial experience.