STUDENT SERVICES SECRETARY

The University of Rio Grande/Rio Grande Community College is seeking a Secretary in the Student Services Division. This full-time position is offered with a comprehensive benefit package including health insurance, retirement, life and disability insurance, paid leave, educational benefits, and all other benefits associated with a full-time employment.

POSITION SUMMARY:
Performs various receptionists’ duties including answering the phone, taking messages, and handling office mail for the Student Services Division consisting of the following offices: Dean of Students, Office of Resident Life, Multi-Cultural Affairs, Health Services and Accessibility. Under direction, provides administrative assistance to the Dean of Students, plans, organizes, and implements office operations, procedures, records maintenance, gathers information, prepares, and distributes Student Handbook; gathers information, processes information, and assists in billing of meal plans for students; gathers information, compiles, types, and distributes agendas, minutes, and other materials; attends meetings and makes meeting arrangements; provides general secretarial assistance to the Director of Resident Life.

Additionally, provides general secretarial, clerical, and technical assistance to the Health Services Office including typing, proofreading, photo copying, filing, gathering information; monitors, gathers information, compiles, types, and processes and maintain financial and fiscal records and reports; retrieves, reviews, verifies, and provides medical information.

MINIMUM QUALIFICATIONS:
High school diploma with specialized classes (such as vocational training); 1 to 3 years as a professional secretary and/or receptionist (or combination of education and experience); knowledge of modern office procedures and methods; knowledge and experience with computer and software applications; and excellent oral and written communication skills required. Candidates must be willing to participate in special training programs and classes (as required) and demonstrate an ability to work with a diverse population, establish priorities, and work independently in a fast-paced office environment.

APPLICATION INSTRUCTIONS:
Qualified applicants must send a cover letter (detailing their interest and qualifications), updated resume, and the names and contact information of at least three references to:

Chris Nourse
Director of Human Resources
Email: HR@rio.edu
Fax: 740.245.7972

Review of applications will begin immediately. Position is open until filled. Background check required prior to hire. For additional information about Rio, please visit: www.rio.edu