

Secretary I —English Department

The English department seeks applicants for the position of Secretary I. The English department Secretary I at Vincennes University is a full-time, twelve-month support staff position, which reports directly to the English department chair. An A.S. or A.A. in related field and two years' experience in office environment are preferred. Applicants should have strong computer skills including Microsoft Office and strong ability to communicate both verbally and in writing. Familiarity with VU systems (Banner, Google docs, etc.) preferred.

Job Responsibilities

- Assist department chair as needed
- Take phone messages for English Chair and faculty
- Maintain office calendar for Chair
- Assist visitors, answer/direct inquiries, and other calls as needed
- Assist with the preparation of the budget
- Order, maintain, and distribute department office supplies
- Operate copy machine, scanner and printer
- Review semester syllabi for faculty
- Coordinate department events/activities
- Process professional development requests (travel, membership and subscriptions)
- Process purchase requisitions and invoice vouchers
- Prepare textbook orders
- Work with VU textbook buyer and textbook sales representatives
- Order desk copies for faculty
- Evaluate and initiate placement in English, Reading, and Math classes for incoming and returning students during orientation and registration (START VU)
- Review CPTS Logs after each registration day and address any issues
- Assist faculty during Drop/Add week
- Prepare class rosters for new adjunct faculty
- Review final grades and adjust students' schedules
- Prepare student eligibility memos and e-mails based on final semester grades
- Assist department chair with semester schedule of courses
- Knowledge of Microsoft Word, Excel, Google docs, and Banner
- Other duties as assigned

Interested applicants should submit a cover letter, resume and contact information for three references to Vincennes University, Human Resources, 1002 North First Street, Vincennes, IN 47591 or email to jobs@vinu.edu. Interviews may be held concurrently with the advertising period.