

Secretary II - Institutional Effectiveness

(Support Staff)

SECRETARY II – INSTITUTIONAL EFFECTIVENESS

Vincennes University is seeking qualified applicants for the position of Secretary II in the Institutional Effectiveness and Research office. This is a full-time, 12-month, support staff position.

This position primarily serves the institution in developing systematic assessment, improvement systems and reports to address the Higher Learning Commission's accreditation requirements. The person selected for the position must be willing to develop a strong understanding of assessment and accreditation reports/processes. This person will assist the IER Directors, VU faculty, and VU staff with their assessment and accreditation needs.

Responsibilities of the position will include, but not be limited to, the following:

1. Inputting assessment reports and other assessment and accreditation information on the Institutional Effectiveness (IE) website.
2. Assisting the IEA Directors, VU faculty, and VU staff with the development of assessment studies and reports, as needed.
3. Assisting with the preparation and delivery of accreditation documents.
4. Using the Banner system to help collect demographic and other data.
5. Fielding requests for reports and data, obtaining the information as requested, and distributing the information to faculty, administrators, or others, as requested.
6. Receiving, copying, scanning and filing assessment materials, reports, and studies.
7. Reviewing and updating the IE website.
8. Assisting with organization, set-up, and delivery of presentations by internal and external speakers.
9. Recording and balancing the IE budget.
10. Processing purchase orders and payments on the Banner Financial system.
11. Maintaining the Director of Institutional Effectiveness' appointments.

12. Preparing work orders, room reservations, auto reservations and phone repairs, as needed.
13. Preparing travel requests and final travel vouchers, purchase orders, invoice vouchers, charge purchase orders as needed.
14. Ordering supplies for the Office of Institutional Effectiveness and Research.
15. Recording and typing minutes, as needed.
16. Maintaining office asset control records.
17. Completing other secretarial duties as assigned.

A minimum of three years of secretarial experience are required. Preference will be given to candidates with an Associate's degree or equivalent management-level secretarial experience. Applicants must have excellent typing skills, strong organizational skills, and a working knowledge of Microsoft Word, Excel, Adobe and Lotus notes with a willingness to learn new systems and processes. Abilities to work independently, to be adaptable, to meet deadlines, and to think creatively in what is periodically a high-stress office environment are essential. Applicants must be personable, possess excellent interpersonal communication skills, be able to work with a diverse population, have outstanding writing and editing skills, and have a clear understanding of, or willingness to learn, organizational structure and University policy.

Interested persons should submit a cover letter, resume and contact information for three references to: Human Resources, 1002 North First Street, Vincennes, IN 47591 or e-mail jobs@vinu.edu. Resumes will be accepted until **February 28, 2022** or position is filled. Interviews may be held concurrently with the advertising period.

AA/EOE