

2015

Senior Secretary

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Official University Job Title: Staff Assistant

Library Title: Senior Secretary

Description:

Under supervision of the Head of the Information Services Department, the Senior Secretary is responsible for scheduling in calendar the bibliographic classes and librarian's hours on the Information Service Desk; receives and confirms bibliographic instruction classes and room requests; maintains supply inventory and completes orders for new supplies; prints daily calendar for classes and room requests; maintains daily statistics for the Information Service Desk and work assigned hours on the Information Service Desk to assist with non-substantive questions.

Duties:

- o Work assigned hours on the Information Service Desk to assist with non-substantive questions
- o Schedules in 25Live the bibliographic classes and librarian's hours on the Information Desk
- o Receives and confirms bibliographic instruction classes and room requests
- o Maintain daily statistics for the Information Service Desk
- o Print daily calendar for classes and room requests
- o Perform other duties as assigned

Education and Experience:

One or more years of secretarial experience (working half-time or more); proficiency with computers and Microsoft Office Applications software, including word processing, spreadsheets and databases.

Essential Duties & Responsibilities:

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time
Work assigned hours on the Information Service Desk to assist with non-substantive questions	10%
	10%

Schedules in 25Live the bibliographic classes and librarian's hours on the Information Desk	
Receives and confirms bibliographic instruction classes and room requests	50%
Maintain daily statistics for the Information Service Desk	10%
Print daily calendar for classes and room requests	10%
Perform other duties as assigned	10%