

NHTI, Concord's Community College -SUPPLEMENTAL JOB DESCRIPTION

Incumbent: _____

Classification: Secretary II
Position Title: Secretary, Financial Aid
Position Number: #9Temp

Function Code: 8091-058
Date Established: 02-29-99
Date of Last Revision: 05/13/08

SCOPE OF WORK: To provide secretarial support for the Financial Aid Office and other offices as needed. This position reports to the Director of Financial Aid at NHTI.

ACCOUNTABILITIES:

- Answers phones, greets visitors, handles correspondence as needed, sorts and processes mail, files, compiles and sends mailings and retrieves records from various sources;
- Data entry of student records in SCT BANNER database system;
- Provides general information about NHTI financial aid to current and prospective students;
- Provides general secretarial support to the Financial Aid Office and at times assists other offices such as Admissions as needed;
- Provides coverage for NHTI receptionist as needed;
- Prepares correspondence using word processing software (currently Microsoft word);
- Complies with College, System, State and Federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual Harassment Policy and civil rights laws;
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Education: Completion of high school or G.E.D., including courses in office procedures, word processing, or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two year's experience in a secretarial position, one year of which shall have been at the level of Secretary I or its equivalent.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of modern office equipment and methods of operation. Knowledge of business English, spelling and arithmetic. Knowledge of office practices and procedures. Ability to type a variety of correspondence and statistical material and reports with speed and accuracy as well as transcribe dictation. Ability to maintain confidential information. Ability to maintain fiscal or department records. Ability to research records a prepare reports. Ability to work independently. Ability to assign, check and review work of other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

PREFERRED QUALIFICATIONS: Knowledge and use of databases.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name and Signature

Date Reviewed

Supervisor's Name and Title: Sheri Gonthier, Director of Financial Aid

The above job description accurately measures this employee's job duties.

Supervisor's Signature
Reviewed

Date

CCSNH- Director of Human Resources

Date Approved

Prepared by Sheri Gonthier, Director of Financial Aid, and Alyssa M. LaBelle, HR Technician, 5/13/08