



Job Title:	Secretary/Administrative	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Human Resource Development	Pay Grade:	Paraprofessional
Dept. /School:	Human Resource Services	Date Revised:	10/06/2011

Primary Purpose:

Organize and manage the routine work activities of the Human Resource Development Office and provide clerical services to the department Director.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance skills.
Ability to use personal computer and software to develop spreadsheets, databases, power points and do word processing.
Knowledge of basic Math and Language Arts skills.
Effective communication and interpersonal skills.
Proficiency in meeting constant deadlines and ability to multitask.
Customer service oriented.
Ability to multitask and cross train in various HR Department processes.

Experience:

Three years secretarial/clerical or human resource services experience, preferably in a public education environment.

Major Responsibilities and Duties:

Recruiting:

1. Organize and maintain resources and materials for all recruiting and job fair events.
2. Schedule recruiters for job fair events and maintain information regarding participation at each event.
3. Prepare recruiting cases and materials for recruiter use at job fairs.
4. Input and maintain recruiting/job fair data and assist with preparation of reports and organization of recruiting files.
5. Prepare and manage department budget with direction and input from Director of HR Development.

KEEPS Program:

6. Input and maintain data, documents and records relating to KEEPS, the district Mentoring & Induction Program.
7. Assist with set up and resource preparation for KEEPS trainings, workshops and conferences.
8. Update KEEPS handbooks, manuals, and resources as assigned.

Other:

9. Assist with substitute orientations and processing of substitute data as assigned.
10. Assist with other HR trainings and Director presentations as assigned.
11. Input and maintain records and documents relating to the assignment of student teachers and observation requests in the district,
12. Answer incoming calls and handle questions and requests that fall within level of responsibility; take reliable messages.
13. Maintain a schedule of appointments and make arrangements for interviews and conferences as assigned.
14. Communicate effectively with KEEPS Advisors, District Administrators, outside vendors and university representatives regarding department information.
15. Reflect the district positively and with excellence when communicating with the general public and perspective applicants for MISD.
16. Maintain confidentiality of information.
17. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, calculator, copier, scanner, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions; maintain emotional control under stress, prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.