



Secretary – Student Services

STARTING DATE: March 2025
REPORTS TO: Assigned Supervisor
WORK YEAR: 10 months (217-day work year) – 8 hours per day
SALARY RANGE: Appropriate step on the classified salary schedule (level III) - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School diploma or GED. Post-secondary training is desirable
- Minimum three years of relevant work experience
- Highly motivated and confident self-starter with excellent planning, organizational and problem solving skills
- Excellent human relations skills with a demonstrated ability to handle challenging situations in a professional and calm manner
- Ability to multitask and prioritize workload to meet periods of peak demand using strong analytical ability
- Experience in collaborating across multiple stakeholders
- Demonstrate good character, honesty, professionalism, integrity, commitment and dedication
- Excellent computer skills with proficiency in office protocol and software (Microsoft Office Suite, DASL, Schoology etc.)
- Knowledge of modern office methods and equipment
- Occasional requirement to lift and carry office supplies and materials up to a maximum of 50 pounds
- Effective communication skills to convey and complete information; strong interpersonal skills
- Ability to understand and maintain confidentiality at all times
- Commitment to cross-training and on-going professional development
- Ability to provide leadership on projects and special events
- Must be skilled at collaborating with colleagues in a tactful, congenial, and personal manner to insure highest quality team effectiveness
- Proficient with technology and excellent skills in composition, spelling, and punctuation
- Ability to exercise good judgment and work independently or as part of a team in a common office environment
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record

RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- Perform secretarial and administrative support functions for assigned supervisor(s)
- Support other secretarial staff as directed
- Perform tasks efficiently to meet deadlines
- Keep current with advances in technology and update office procedures as needed
- Prepare and submit required information for DASL, Schoology or EMIS
- Monitor and maintain record keeping procedures to ensure a consistent standard for the accurate and timely collection, verification, recording, and retention of program data as assigned
- Maintain calendars/schedules as directed
- Assist in front office as needed (answer phones, greet visitors, issue visitor badges)
- Schedule staff observations and evaluations as requested
- Assist with substitute coverage and monitor staff absences for the district at the direction of the Director
- Plan or assist with planning various school activities
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy in pursuit of District Goals and Mission
- Provide coverage, as directed by administration, in areas of the building, including, but not limited to: hallways, cafeteria, nurses station, classrooms
- Maintain an acceptable attendance record and be punctual
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace at all times
- Perform other specific job-related duties as directed

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David Deskins, Superintendent
Greene County Career Center
532 Innovation Drive
Xenia, OH 45385
jobs@greeneccc.com
www.greeneccc.com

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