CIEP Secretary II Position Description

Job Description Summary

The CIEP Secretary creates and maintains the schedule of classes in SIS; processes documentation needs of current and former students such as writing enrollment letters and printing grade reports; makes welcome packets for new students, preparing handouts for orientation; makes appointments for students with other units on campus; collaborates on different activities for student and staff orientations; completes routine office tasks; manages and enters current students’ information into CIEP database (Smartsheet); creates and maintains students’ grades database for probation and dismissal purpose; collaborates in special projects and serves as receptionist, taking messages, distributing mail, answering questions from students, etc.; collects monies from current students for testing fees; processes travel reimbursements and orders office supplies.

The CIEP Secretary reports to the CIEP Program Coordinator. This is a full-time and 12 month appointment and according to the UNI Merit System, it is a clerical type position and is entitled to fringe benefits (insurance plans, leave, vacations and holidays).

Merit System:

According to the UNI Merit System Staff Guide, the Merit System includes both contract and non-contract employees.

• Contract employees are blue collar, clerical, security and technical employees.

• Noncontract employees are supervisory (clerical and non-clerical) and confidential (clerical) employees.

Merit contract employees are represented by the American Federation of State County and Municipal Employees (AFSCME) and function under provisions of Chapter 20 of the Iowa Code. Merit noncontract employees are represented by the Supervisory and Confidential Merit Personnel (Supervisory and Confidential Council) at the University level and by the Regents Inter-institutional Supervisory and Confidential Advisory Council (RISCAC) at the Board of Regents, level F. Both organizations function under provisions of Chapter 19A of the Iowa Code.

For further information about the Merit System classification and policies, please visit: http://www.vpaf.uni.edu/hrs/merit/documents/merit_guide.pdf

Performance Appraisal:

Performance Appraisals are conducted annually; however, a more frequent performance appraisal may be required due to various reasons including reclassification or reassignment. A Merit employee may also request a performance appraisal from his or her supervisor at any time.
For more details on the performance appraisal process for a Merit staffs, please review: http://www.vpaf.uni.edu/hrs/merit/perf_appraisal.shtml

Main responsibilities:

- Enters students information into CIEP database (Smartsheet); creates, updates and maintains student files in cabinets and electronically; stores older student paper files in storage; transitions paper files to electronic documents after three (3) years.

- Processes documentation needs of current and former students; writes letters of enrollment, attendance, and participation; requests students to complete academic forms.

- Creates and maintains Schedule of Classes in SIS; updates Schedule instructors and classrooms at the beginning of each session; creates class splits for multiple sections; enroll students for classes in SIS.

- Collects monies from current students for testing fees; processes travel reimbursements for staff; collects receipts for items and services purchased with Procards; orders office supplies and equipment as needed or requested by staff.

- Enrolls and prepares orientation for new students; makes welcome packets, prepares handouts for orientation, and makes appointments for students with other units such as Student Health Center, Department of Residence, etc. if needed; collaborates on different activities for new student orientation; participates in orientation activities; passes out schedules.

- Distributes print memos to staff mailboxes; takes messages or transfers calls to staff as needed; answers routing inquiries via telephone and email and transfers non-routine ones to appropriate parties; updates CIEP personnel contact information during each session.

- Takes minutes at staff meetings; place service requests through FAMIS and MyRicoh.com as needed and order office supplies.

- Collaborate on special projects and hire search processes for CIEP staff.

Knowledge, Skills, and Abilities:

According to the UNI Merit System Staff Guide, a Secretary II should have the following minimum knowledge, skills and abilities:
1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name and functional area.

2. Knowledge of institutional and unit policies, processes and forms.

3. Knowledge of proper format, grammar, spelling, punctuation, and capitalization.

4. Skill in utilizing computer software and online systems.

5. Skill in operating office equipment.

6. Ability to communicate effectively with staff, students, and the public.

7. Ability to follow oral and written instructions and apply institutional and policies accurately.

8. Ability to collect data, keep records, and prepare reports.

9. Ability to exercise functional supervision over employees.

10. Ability to organize and prioritize multiple tasks.

Minimum Eligibility Requirements:

According to the UNI Merit System Staff Guide, a Secretary II should have the following qualifications:

1. Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to two years of full-time employment and includes the use of word processing.

2. Ability to type at a minimum speed of 40 net words per minute.