**Job Description: Evening Secretary – Student Services**

The Evening Secretary shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon recommendation of the President. This position shall report to the Dean of Student Affairs & Enrollment Management or as designated by the President.

**Qualifications:**
This position requires excellent customer service, communication, and telephone skills. Additional requirements include strong computer skills (including Microsoft Office Suite), clerical skills, and organizational skills with the ability to successfully multi-task.

**Description:**
This is a full-time afternoon/evening position responsible for greeting visitors and assisting the Evening Advisor. It is a salaried, FLSA non-exempt position covered by social security and the Public Education Employee Retirement System of Missouri (PEERS).

**Duties and Responsibilities include:**

1. Receive and greet all visitors to Student Affairs;
2. Perform secretarial/clerical tasks such as typing, filing, duplicating, and preparation of mailings;
3. Serve as the evening receptionist and switchboard operator;
4. Process applications and send acceptance letters;
5. Process address changes, consent forms, and transcript requests;
6. Process parking permits and student ID cards for students;
7. Print schedules, passwords and unofficial transcripts for students;
8. Disseminate general information to students and prospective students;
9. Assist in the registration of students and collection of fees/tuition;
10. Maintain reception area;
11. Receive lost and found items;
12. Perform special projects as assigned;
13. Collect payments and fees;
14. Prepare bulk mailing for special events;
15. Perform other duties as assigned.