The Secretary of the Early Childhood Program shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of employment shall be determined by the Board of Trustees upon the recommendation of the President. This position reports to the Coordinator of the Early Childhood Program or as designated by the President.

Requirements of the Early Childhood Secretary:

1. Excellent communication skills
2. Proficient in MS Word, Excel and Power Point (knowledge of Publisher helpful)
3. General office management skills including prioritizing tasks, meeting deadlines, filing, phone, monitoring resources
4. Proficient in proofreading and editing skills
5. Detail oriented
6. Ability to multi-task and work independently
7. Passing score on secretarial test with minimum typing speed of 55 wpm

Principal Duties and Responsibilities:

1. Maintain confidential student database (Excel)
2. Coordinate distribution, collection and updating of student forms
3. Maintain confidential student files (paper)
4. Write and revise program materials as assigned
5. Maintain Early Childhood websites
6. Maintain resource loan system for faculty and students
7. Create Excel spreadsheets using formulas and general formatting tools
8. Small event planning
9. Attend college-wide staff meetings and in-service training
10. Miscellaneous clerical responsibilities including, but not limited to:
   a. Manage incoming phone calls
   b. Manage timely submission of college paperwork
   c. Prepare general correspondence and maintain correspondence files (both ground and email)
   d. Complete and submit required college forms (requisitions, travel vouchers)
   e. Copy and collate
   f. File
11. Perform other duties as assigned.