

NHTI, Concord's Community College – SUPPLEMENTAL JOB DESCRIPTION

INCUMBENT: _____

Classification: Executive Secretary
Position Title: Executive Secretary, Allied Dental Education
Position Number: 13531

Function Code: 4165-058
Date Established: 07/01/68
Date of Last Revision: 04/25/08

SCOPE OF WORK: Provides administrative support to the Academic Department Chair and Allied Dental Education Department at NHTI in the implementation of its academic and clinical programs. This position reports to the Department Head of the Allied Dental Education, at NHTI, Concord's Community College.

ACCOUNTABILITIES:

- Serves as administrative support to the Dental Advisory Committee. Attends, records, and distributes minutes of all department faculty meetings; serves on campus-wide committees when requested and with the authorization of supervisor;
- Assists Department Head in coordinating reports and documents needed for program accreditation and coordinates program accreditation visits to include scheduling meetings, organizing travel, ordering refreshments, etc;
- Assigns work schedules, and provides instructions to clerical staff; interns, and work study students;
- Drafts and prepares correspondence and memos for approval by supervisor, checks and verifies typed documents for completeness and accuracy; assists in the preparation of course syllabi, manuals, clinic forms, evaluations, department brochures and other materials related to the Allied Dental Education Department; using both electronic and print media (e.g., departmental BlackBoard site; print brochures, etc.);
- Assists all Allied Dental Education Department faculty and staff with general office operating procedures to include maintenance of office equipment, such as printers, copiers, and computers;
- Uses electronic databases to organize, update, and retrieve data and documents related to program participants including Banner, NHTI's student database system; updates and organizes agency filing system; archives outdated materials and documents;
- Answers requests for information, screens phone calls and routes calls to appropriate personnel and sorts mail; Inventories office supplies, orders supplies and equipment for the department;
- Assumes the responsibilities of the dental hygiene clinic support staff when they are absent;
- Ensures a high level of confidentiality and security of information related to student records as maintained by the department;
- Complies with all Allied Dental Education Department, NHTI, System, state and federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual Harassment Policy and all civil rights laws;
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D., including courses in office procedures, word processing, or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in a secretarial position including supervisory, administrative support, or office management experience.

License/Certification: None required.

SPECIAL REQUIREMENTS: For appointment consideration, Executive Secretary applicants must successfully participate in a written examination and straight copy typing exercise. These examinations measure possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification.

PREFERRED QUALIFICATIONS:

- Extensive experience with PC-based Microsoft Office applications;
- Experience with database management software;
- Experience in a healthcare or academic environment;
- Experience with dental software (Dentrix).

RECOMMENDED WORK TRAITS: Knowledge of business English, spelling and arithmetic. Knowledge of office practices, procedures and equipment. Skill in typing from transcription equipment. Skill in making accurate arithmetic computations. Ability to type a variety of materials with speed and accuracy. Ability to maintain confidential information. Ability to supervise others. Ability to maintain fiscal and agency records. Ability to communicate effectively. Ability to assign, check and review work of other clerical employees. Ability to prepare statistical and written reports. Ability to establish and maintain effective working relationships with other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name and Signature

Date Reviewed

Supervisor's Name and Title: Donna Clougherty, Department Head of Allied Dental Education

The above job description accurately measures this employee's job duties.

Supervisor's Signature

Date Reviewed

Director NH Division of Personnel

Date Approved

**Prepared by Donna Clougherty, Department Head of Allied Dental Education,
Donna Sewall, Assistant to the VP of Academic Affairs,
and Alyssa LaBelle, HR Technician, 04/18/08**