• **Semester/Year:** Spring 2010  
• **Title:** Part-time Secretary  
• **Dept.:** Intercultural Affairs Office/Academic Opportunity Programs  
• **Job Location:** Intercultural Center  
• **Job Supervisor:** Alejandra Molina/James Burruto  
• **Supervisor Title:** Alejandra Molina/James Burruto  
• **Office Location:** 288 Pulteney Street  
• **E-mail:** molina@hws.edu and/or burruto@hws.edu  
• **phone:** 315-781-3319  
• **fax:** 315-781-3888  
• **New Position?:** Yes  
• **Suggested Wage:** $7.40  
• **Job Description:** Provide secretarial support and assistance to staff associated with services of the Office of Intercultural Affairs and the Office of Academic Opportunity Programs.  
• **Job Requirements:**  
  - Answer and route incoming phone calls.  
  - Assist with scheduling of appointments and scheduling of house space.  
  - Contact by phone and e-mail campus offices on matters pertinent to the efficient running of the Intercultural Center (e.g. print services, dining services, buildings and grounds).  
  - Assist with ordering of office supplies.  
  - Assist with ordering of food for house events (e.g. pizza).  
  - Distribute the daily mail. Maintain office mailing lists.  
  - Help with the designing and distribution of publicity of house events, knowledge of Micro Soft Publisher a plus.  
  - Assist with typing of letters and other documents.  
  - Make coffee and hot water for tea.  
  - Greet students and visitors  
  - This position description is not all-inclusive as other tasks or responsibilities may be assigned.  
• **Special Skills:** Matriculated Full-Time HWS student. Demonstrated word processing skills with applied computer skills and working knowledge of
spreadsheet programs and data base systems. Ability to organize and set proper priorities with independent judgment and limited supervision.

• **Application Details:**
  
  ◦ Resume, cover letter, interview - will be required.

• **Schedule Details:**
  
  ◦ Tuesday, Wednesday, Friday - 9-3 - to be coordinated with student’s schedule

• **Total Students Requested:** one --- or two if scheduling is difficult for one

• **Start Date:** Immediately

• **End Date:** May 31

• **No. of Weeks:** 13

• **Number of Students/Week:** 1 or 2 (see above)

• **Hours/Week:** 18``

• **Rate/Hour:** 7.40