

# School Secretary Job Description

Our growing company is looking for a school secretary. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for school secretary

- Maintain all School of Professional Studies' student files
- Check student academic records on Banner and Banner Client as requested by the Associate Dean
- Keep up-to-date on Banner and On Base systems
- Process degree audits for School of Professional Studies graduating students (both undergraduate and graduate)
- Update and record data that is needed for reports
- Assist the Associate Dean by getting materials ready for the decision-making process regarding academic decisions
- Prepare mid-term warning letters, contract probation letters and academic suspension/dismissal letters
- Maintain the Associate Dean's calendar scheduling student appointments and committee meetings as necessary
- Handle and answer routine correspondence and prepare letters and correspondence with instructions regarding documented student absences
- Work closely with other departments and offices across campus and with students and parents

## Qualifications for school secretary

- Able to prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations
- Valid First Aid and CPR certification if assigned to health clinic
- Accomplishing multiple tasks
- Maintain inventory and order office supplies and place service calls for office equipment
- Proficient in PC applications Windows environment
- High School – Secretarial Program, or

# Accounting Skills Test For A School Secretary

**JA Banks**



## Accounting Skills Test For A School Secretary:

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web apr 13 2020 the rule of thumb for event reminder emails is to send a total of three reminder emails one week before the event one day before the event on the day of the event this gives your attendees multiple opportunities to remember and plan for the event and ensures that they have all the details they need