Position: Secretary

Salary Range: DS-318 08/01-07 $30,733 - $36,601 Per Annum

Location: Van Ness Campus

Areas of Consideration: District-wide

Responsible to: Dean, School of Engineering and Applied Sciences
Provost and Vice President, Academic Affairs

Announcement

Date: 07-07-05

Number: 05-60

Closing Date: 07-27-05

Brief Description of Duties

Receives and screens correspondence, manages those issues which can be handled at the support staff level and directs the remaining materials to the attention of the appropriate individual in the dean’s office.

Exercise exclusive control over the dean’s calendar, calling attention to appointments, and makes appointments upon request.

Establishes, revises and maintains subject matter files for ready reference to the needs of the office.

As necessary, follows up on requests made by the dean, his staff and others to make certain that appropriate action is taken in a timely manner.

Thru written and oral communication, relays messages and instructions from the dean to chairpersons, program directors, faculty, members of committees, and the Office of Academic Affairs.

Qualifications Required

Associate’s degree and one year of specialized experience is required. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position. Applicant must be competent in personal computer operations and information technology applications such as e-mail and internet usage.

(see reverse side)

University of the District of Columbia is an equal opportunity employer
SALARY REDUCTION OF REEMPLOYED ANNUITANTS

An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under any Federal or District Government civilian retirement system, or any retirement system of the uniformed services of the United States, shall have his or her pay reduced in accordance with applicable laws of the District of Columbia.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit UDC Application and résumé to:

Ms. Hattie Rogers
University to the District of Columbia
Office of Human Resources
Building 38, Suite 301-7
4200 Connecticut Avenue, N.W.
Washington, D.C. 20008