Position: Secretary

Salary Range: DS-318 08/01-10 $34,646 - $44,337 Per Annum

Location: Van Ness Campus

Areas of Consideration: District-wide

Responsible to Chairperson, Department of Languages and Communication Disorders
College of Arts and Sciences

Date: 10-05-05

Number: 05-71

Closing Date: 10-27-05

Brief Description of Duties

Researches, initiates and monitors actions necessary to accomplish administrative details for program operation including, but not limited to, personnel maintenance records, registration schedules and records, faculty office hours, change of grades, budgets and budgeting, requisitions, internal allotment of space and request for additional space.

Plans and coordinates activities relating to the unit’s mission in order to service other areas of the college, university and other external organizations and interest groups.

Reviews incoming correspondences and forwards to the appropriate person. Reviews outgoing correspondences for accuracy and compliance with university policies and procedures.

Maintains the Chairperson’s calendar calling their attention to appointments, coordinates all administrative functions for chair.

Serves as an informational source for students, faculty, administrators, and the community at large on matters regarding the unit’s educational program(s), university activities and policies and procedures.

(see reverse side)
Qualifications Required

One year of specialized experience is required. One year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position that is typically in or related to the position as described above.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital 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 in the collective bargaining unit.

Please submit UDC Professional application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-12  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008