

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Secretary – Occupational Therapy Assistant	FLSA status:	Non-Exempt
-------------------	--	---------------------	------------

DEPARTMENT:	Occupational Therapy Assistant	REPORTS TO:	OTA Program Chair
--------------------	--------------------------------	--------------------	-------------------

Position summary: Under direct supervision, this employee performs secretarial and administrative duties for the Occupational Therapy Assistant program 75% of the time and administrative duties for the Dean of Nursing and Health Sciences and the Health Sciences Division Chairs 25% of the time. This position reports directly to the Chair of the Occupational Therapy Assistant Program for all OTA related duties.

Position responsibilities:

- Manage all incoming calls to the health science departments, providing, information or referring to the appropriate source
- Maintain records and files relating to the department
- Track student immunization status, alerting faculty and students as necessary
- Provide office/clerical assistance for OTA department as requested
- Provide clerical support for correspondence and data maintenance related to fieldwork.
- Work closely with work-study students
- Supervise collection and maintenance of statistical data on all OTA students and OTA program graduates
- Assist in the development of reports required by the Accreditation Council for Occupational Therapy Education
- Act as liaison with other departments to ensure that tasks are done in a timely, organized and orderly fashion
- Record minutes of all OTA meetings (department, advisory committee, etc.)
- Perform purchasing and budget-related tasks for all Health Science Divisions to include purchase order entry, tracking, record keeping and budget balances
- Perform all other duties as assigned

Minimum Position Requirements:

- Associate’s degree preferred with at least 2 years of experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- General understanding of all allied health program curricula
- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Strong clerical skills including typing, filing, organizing, etc.
- Ability to work with a diverse team in a fast-paced environment.
- Professional competence in area of responsibility.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.