

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Secretary – Emergency Medical Sciences Dept.	FLSA status:	Non-Exempt
-------------------	--	---------------------	------------

DEPARTMENT:	Emergency Medical Sciences	REPORTS TO:	EMS Program Chair
--------------------	----------------------------	--------------------	-------------------

Position summary: Under direct supervision, this employee performs secretarial and administrative duties for the Emergency Medical Sciences Department 25% of the time and the Occupational Therapy Assistant Department administrative duties for the OTA Program Chair 75% of the time. This position reports directly to the Chair of the Emergency Medical Sciences Department for EMS 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
- Provide office/clerical assistance for EMS department as requested
- Supervise collection and maintenance of statistical data on all EMS students and EMS program graduates
- Arrange and record minutes of all EMS meetings (department, advisory committee, etc.)
- Perform purchasing and budget-related tasks for EMS Department to include ordering, purchase order and check requests, tracking, record keeping and budget balances
- Make advising appointments and schedule meetings as requested by the Chair
- 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.