

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Secretary – Occupational Therapy Assistant	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Occupational Therapy Assistant	<b>REPORTS TO:</b>	OTA Program Chair
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**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 Career and Technical Programs 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:**

- Provide office/clerical assistance for the OTA department, including communication relating to requests for program information.
- Maintain physical and electronic records and files relating to the department.
- Track student immunization status, alerting faculty and students as necessary.
- Provide clerical support for correspondence and data maintenance related to fieldwork.
- Assign and supervise work-study students as assigned.
- Compiles data and statistical information and develops reports for current OTA students and graduates as delegated by the department chair.
- Assists in developing reports required by the Accreditation Council for Occupational Therapy Education as requested by the department chair.
- Act on behalf of the OTA program as a liaison with other departments to ensure that departmental tasks are organized and completed timely and proficiently. Coordinate OTA classroom scheduling with the HNS Classrooms/Sim Lab Reservation liaison.
- Record minutes of all OTA meetings (department, advisory, committee, etc.).
- Perform purchasing and budget-related tasks in and for the OTA Program, including purchase order entry, tracking, record keeping, and budget balances.
- Perform all other duties as assigned

**Minimum Position Requirements:**

- At least two (2) years of experience directly related to the duties and responsibilities specified.
- Associate’s degree preferred.

**Knowledge, Skills, and Abilities Required:**

- General understanding of all allied health program curricula
- Strong interpersonal and communication skills with subordinates, peers, supervisors, and students.
- Ability to foster a cooperative work environment.
- Strong computer skills, including Google Workspace Applications and Microsoft Office Suite Programs (Word, Excel, and PowerPoint).
- 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.