

Departmental Secretary

Job Description

The immediate supervisor of the Departmental Secretary will be the Chair of the Department.

Administrative Support Duties

- 1) Under the direction of the Chair of the Department: Maintain the master departmental calendar and communicate any modifications of the calendar to faculty.
- 2) Under the direction of the Director of the Psy.D. Program: Type, proof read, and mail out the End-of-Semester Student Feedback/Evaluation letters for Psy.D. students.
- 3) Under the direction of the Director of Clinical Training: Mail out relevant evaluation related materials to externship site and internship sites
- 4) Under the direction of the Director of Clinical Training: Maintain student files related to clinical training
- 5) Under the direction of the Chair of the Institutional Research Review Board: Typing, filing and meeting scheduling related to the IRRB.
- 6) Arrange for room space to be scheduled for departmental meetings, faculty council meetings and faculty specific committee meetings.
- 7) Take minutes at departmental meetings, faculty council meetings, and meetings of faculty specific committees; distribute copies of minutes to appropriate parties.
- 8) Type, proofread, and distribute by mail or email relevant departmental correspondence to students from the Department Chair, Director of the Psy.D. Program, Director of the M.S. Program, Director of Research or Director
- 9) Typing, proofreading, and maintaining file for materials related to various accrediting bodies.
- 10) Under the direction of relevant administrators: typing and proofreading changes made to various departmental documents and handbooks.

11) Working with the Department Chair to proofread and check compliance of syllabi with departmental standards.

Support for Faculty

- 1) Taking phone messages for faculty when they are unavailable to take calls
- 2) Photocopying of support materials for coursework
- 3) Typing, proofreading, and mailing letters of recommendation
- 4) Typing, proofreading and mailing of other official faculty correspondence