

NATIONAL UNIVERSITY OF SAMOA
INSTITUTE OF TECHNOLOGY

JOB DESCRIPTION

Position: Faculty Secretary (FOBE)
Position No: FOBE08/10/11
Dept.: Support Staff
Grade: 3 (Support Staff Scale)
Nature of Position: Full-time
Salary Range: \$15,350 - \$20,062 per annum
Responsible for: Dean of Faculty of Business & Entrepreneurship
Limits of Authority: No financial authority, no authority to make any major decisions.
Communicates with: Dean, Lecturers, all faculty secretaries, human resources & administration, student services
Job Purpose: To provide secretarial services for assigned faculties, to provide administration assistance to the division and to assist and be a liaison officer between the assigned faculty and its customers.

KEY TASKS	EXPECTED OUTCOMES
<p>1. Secretarial</p> <ul style="list-style-type: none"> • To type and photocopy teaching materials and correspondences for faculty staff members. • To type examination papers. • To type examination results. 	<ul style="list-style-type: none"> • that typing or photocopying are completed within three days of receipt by the secretary. • that typing and photocopying are done on the “first come first serve” basis. • that correspondence is accurately typed, photocopied, collated and distributed to the right person. • that the confidentiality of correspondence typed or photocopied is respected where necessary. • that no change is to be made to the documents / materials typed or photocopied without the approval of the owner. • that staff members who submit examination papers for typing sign a form with all the details of the job to be done. • that examination papers are accurately typed and collated. • that examination papers are double checked by staff members when typing is completed. • that no amendments are made to either the format or the contents of the examination paper without approval of the writer. • that the confidentiality of examination papers is strictly respected at all times. • that the staff members concerned is notified immediately if there is a suspected breach of security regarding examination scripts. • that all examination papers/ scripts are ready by the due date. • that examination results are accurately typed. • that the confidentiality of this information is respected. • that all results are distributed to staff by deadline.
<p>2. PUBLIC RELATIONS</p> <ul style="list-style-type: none"> • To ensure that all staff members of the faculty are informed of students queries. • To act as a communication channel between the staff and students, members of the public or members from other faculties / divisions of the University 	<ul style="list-style-type: none"> • that staff are informed in a timely way of any student query or complaint. • that members of the faculty are informed of any student query / complaint on the day it is lodged • that the staff are informed of any matter raised by the public or members of other faculties / divisions in a timely way • that any decision made is communicated back within one day of it being made • that the response to any query is timely, accurate, complete and professional to create a positive image for NUS • that staff of the faculties are informed of any invitations /

	<ul style="list-style-type: none"> appointments with any organization outside the university that bookings for vehicles for students field trips are made ahead of time, and that staff are notified of the progress in a timely fashion
3. ADMINISTRATIVE <ul style="list-style-type: none"> To organize the logistics and carry out other administrative functions for faculty functions, workshops, seminars, conferences. To take and send telephone message for Staff To receive and dispatched mail for staff 	<ul style="list-style-type: none"> that logistics, for any seminars, workshop or conferences hosted by the faculty or its departments are taken care of in a way that enhances the reputation of the department / faculty. that all the secretarial services for these are provided when needed that staff are treated fairly and are given equal access to the secretary in this area. that the faculty phone is not left unattended for more than 15 minutes that the phone is answered promptly, politely and professionally that staff members receive their messages in a timely way that all messages received / taken are accurate and complete that staff are informed upon completion of requested tasks that outgoing mail are collected, registered and delivered to administration office before ten o'clock and two o'clock every day. that all pigeon holes in the administration office are cleared at least twice a day, in the morning and in the afternoon. that mail cleared from the pigeon holes in the administration office are distributed immediately to faculty members.
4. REGISTRY ADMINISTRATIVE ASSISTANCE <ul style="list-style-type: none"> To assist in the administration of Enrolment, Examination, Senate Assessments and Graduation services. To assist in preparation and servicing of the different Committees that are serviced by the Registry, such as Council, Executive, Senate and others. 	<ul style="list-style-type: none"> that all documents for these are accurately prepared and completed by the due date. that all information regarding the above given out to students is complete, accurate and professional that the confidentiality / transparency of information is respected where appropriate that staff, students and members of the public are served and assisted with efficiency, accuracy and professionalism that things such as venues, flight bookings, hotel bookings, dinners, morning / afternoon teas and lunches are organized in advance that the committee members are served and assisted when necessary that all secretarial services are provided when required.
5. OTHER	<ul style="list-style-type: none"> other administrative tasks as directed from time to time by NUS – Management.