

POSITION VACANCY  
Full-Time

POSITION: Administrative Secretary  
GRADE AND SALARY: 27, \$14.04 per hour  
DEPARTMENT: Residence Life  
POSITION REPORTS TO: Associate Dean of Students for Residence Life

**JOB FUNCTION:** Provides clerical support and secretarial services for the Office of Residence Life, while maintaining a close and highly responsible role related to the day-to-day activities of the department, its administrator, fellow staff members, and student workers.

**ESSENTIAL ELEMENTS:**

1. Types memos, letters, correspondence and reports.
2. Scheduling for Associate Dean, Associate Director and Hall Directors
3. Answers and monitors messages from incoming and transferred phone calls in a pleasant and helpful manner. General customer service functions for all that associate with the office.
4. Serves as the primary responder to all emails sent to [reslife@kings.edu](mailto:reslife@kings.edu).
5. Responsible for payment of lock-out and judicial fines assessed to resident students. Places holds on student accounts for those who do not pay their fines.
6. Coordinates and oversees all office mailings (paper and electronic) to new and returning resident students.
7. Responsible for the overall coordination of billings associated with the residence life area. This major area of responsibility includes coordinating the data input for all resident student housing contracts, meal plans and processing housing deposits
8. Operates PC in a Windows environment, including but not limited to Microsoft Office, The Housing Director, Galaxy and Blackboard.
9. Responsible for taking ID card photos for students, faculty, administrators and staff. Handles lost student ID cards and charges them for new ID. Provides temporary ID's for students to utilize Meal Plans/King's Cash.
10. Responsible for coordinating and billing meal plan selections for all resident, off campus and commuting students.
11. Makes daily deposits of all money collected during the day (housing deposits, fines, replacement photo ID charges).
12. Inputs information in the Ellucian and The Housing Director computer systems.
13. Responsible for changing residency status of all students in the Colleague System.
14. Responsible for sharing supervision of work study students with professional staff.
15. Responsible for tracking and ordering office supplies.
16. Responsible for serving as a role model for students in an institution operated in the Holy Cross and Catholic traditions, including following the tenants of the mission of the College.
17. Other duties as assigned.

**REQUIRED SKILLS, EXPERTISE AND TRAINING:**

Must be detail oriented and have strong communication and organizational skills with the ability to work with others in a fast-paced environment. Experience with Microsoft Office Suite required.

**WORKING CONDITIONS:**

Typical office working conditions. Regular office hours as set by the College—Monday-Friday, 8:30am-4:30pm (4:00pm in the summer). Additional day/evening working hours may be required during busy times such as August/January semester openings, housing selection and other times designated.

Interested candidates, please email resume and cover letter to [hrjobs@kings.edu](mailto:hrjobs@kings.edu).