

Job Summary:

The job of Secretary - SCICON is done for the purpose/s of providing a variety of specialized and difficult clerical work to relieve the SCICON Administrator of clerical details and to perform related work as required.

Essential Functions:

Interviews/greets callers and visitors for the purpose of communicating SCICON business and or referring message to the appropriate staff members.

Inventories/orders office and program supplies and forms for the purpose of maintaining a well-stocked office and program.

Maintains records and files for the purpose of having information easily accessible and easily referenced.

Makes arrangements for 5th and 6th grade student SCICON trips and group conferences for the purpose of scheduling and ensuring that participants have a successful stay at SCICON.

Operates a variety of office equipment for the purpose of preparing materials for the SCICON program.

Performs other duties as necessary for the purpose of facilitating program needs.

Prepares reports, correspondence, schedules, work orders, flyers, bulletins,