

Black Student Achievement Program (BSAP) Saturday Math Academy Secretary

*A completed application includes all application materials and three supervisory references.
This position is posted until filled, with an initial screening date of **September 2, 2022**.
Applicants are encouraged to submit their materials in a timely fashion.*

Description:

This is experienced secretarial work of a confidential nature. An employee in this class, with direction from the BSAP Saturday Math Academy Administrator or designated Assistant Administrator, manages the main office of the program and renders clerical assistance to the Administrator and other members of the management staff. This position requires a high degree of accuracy, accountability, attention to detail and confidentiality.

Position Responsibilities:

- Lead the activities of the office staff, including registration, training, indirect supervision, logistical and technical leadership and direction as necessary; assure compliance with established procedures.
- assist in setting work priorities; serve as contact person for students, parents and staff.
- Prepare and accurately maintain a variety of reports, records and files relating to students, staff, operations and activities including those of a confidential nature.
 - Plan, organize and coordinate program activities and communications.
 - Independently prepare, type and distribute communications.
 - Serve as secretary to the administrator; schedule appointments, interviews and meetings.
 - Handles financial records and bookkeeping to include, but not limited to, the payroll and bank transactions; collect and account for monies collected in conjunction with BSAP Saturday Math Academy activities; secure monies and process according to established procedures.
 - Prepare, monitor and arrange inventory materials and supplies.
 - Performs other relevant duties as required.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Minimum Qualifications:

Applicants must meet all of the following qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

Experience:

- Three years of general office experience of a secretarial nature to include at least one year of experience working with accounting or bookkeeping records.
- Other combinations of applicable education, training, and experience which provide the

knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Preferred Qualifications:

- Knowledge of financial and statistical record-keeping methods.
- Ability to count money accurately and prepare bank deposits, write checks, post debits and credits.
- Ability to communicate clearly and concisely in both written and oral form.
- Ability to maintain confidentiality.
- Knowledge of business English, spelling, punctuation, and grammar.
- Ability to manage the BSAP Saturday Math Academy office, supervise and train other office personnel.
- Experience working in a school setting.
- Ability to remain calm under trying circumstances.
- Knowledge of district organization, operations, policies and objectives.
- Knowledge of modern office practices, procedures and equipment as well as word processing, database and spreadsheet programs.

Salary:

The BSAP Saturday Math Academy Secretary is hired on a yearly basis. The term of service coincides with the academic school year.

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted by September 2, 2022.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Resume

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.



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Equal opportunity employer

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Dr. Michael J. Martirano, Superintendent