

## **Executive Secretary Posting Announcement**

The Executive Secretary will serve as an assistant to the executive board and the South Dakota Association of College Career Centers (SDACCC). Under appropriate direction this person will establish and maintain effective systems of communications to advance the South Dakota Association of College Career Centers. The Executive Secretary will report to the SDACCC Board of Directors, with direct oversight provided by the president. Responsibilities and expectations of the incumbent will include directed activities supporting the development and smooth operations of the recently formed SDACCC/CSO Research consortium. Working in close collaboration with the president and assigned members of the board to increase public awareness of the association through website development and maintenance regarding job fairs, association news and additional related information as specified by the board. Maintaining the association's employer database, and facilitating its use by member organizations and individual job fairs, as well as member records. Serving as a point of contact between SDACCC and designated key organizations. Additional organization and clerical duties related to meetings and special events will also be expected. A detailed job description is available upon request.

### Desired skills:

- Computer skills- Microsoft office, to include Access and Excel; basic graphic design is a plus as well as web maintenance, and the ability to collaborate on web design
- Marketing/Public Relations
- Communication- interpersonal, relationship development
- Highly organized, detail oriented with the ability to delegate, manage multiple projects and ensure on-time completion.
- Self motivated, able to take initiative

### Qualifications/Requirements

- Bachelor's degree
- Project management experience
- Professional image and demeanor
- Minimal travel required, with expenses paid

### Preferences

- Experience in post secondary career development
- Knowledge of post secondary career issues

Part-time annual contract based on approximately a 25% work load

To apply email your cover letter, resume and 3 references to [Arlene.Holmes@BHSU.edu](mailto:Arlene.Holmes@BHSU.edu). Email applications only.