

Secretary - Nursing

About Genesee Community College:

Founded in 1966 as part of the prestigious State University of New York (SUNY), Genesee Community College serves a 2500 square mile region in the counties of Genesee, Livingston, Orleans and Wyoming. GCC is a student-centered collegiate community that annually serves more than 4,300 students with 75+ academic degrees, certificates and micro-credentials, and several campus locations in Western New York State. Located in Batavia, GCC is only a short drive away from Buffalo and Rochester.

One of GCC's trademarks is cutting-edge technology that includes the Conable Technology Building, 54 Hyflex Classrooms, 88 smart classrooms, 27 computer labs and 8 science labs. Both the onsite and online learning modalities boast a 14:1 student-to-faculty ratio, giving students plenty of hands-on, one-to-one teaching and learning opportunities.

EDsmart recently ranked GCC as the number one community college in Western, New York and the fourth best community college in New York State.

The spacious campus boasts a new Advanced Manufacturing and Skilled Trades Lab, along with a Criminal Justice lab, Veterinary Tech lab, Solar Electric Technician lab, Nursing lab, Digital Arts Lab and Computerized Drafting & Design Lab. Additionally, the campus houses the Stuart Steiner Performing Arts Center, Roz Steiner Art Gallery, Alfred C. O'Connell Library and Child Care Center. The Richard C. Call Arena features a multi-use field house,

Category:

Civil Service

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Department:

Nursing Program

Locations:

Batavia, NY

Posted:

Feb 21, 2025

Closes:

Open Until Filled

Type:

Full-time

Position ID:

185790



Share

classrooms, locker rooms, state-of-the-art fitness center, coach offices and a press box overlooking the new turf field. College Village, a student housing community, offers suite and communal style student housing at the Batavia campus.

SUNY Genesee awards over 250 student scholarships annually and has an extensive Financial Aid program. GCC is committed to providing the educational experiences which promote intellectual and social growth, workforce and economic development and global citizenship. Additional information about GCC is available at www.genesee.edu.

Job Description:

DISTINGUISHING FEATURES OF THE CLASS:

This is important clerical work which involves responsibility for performing complex secretarial tasks for an administrative head of an educational or governmental agency. The work can be characterized as involving increasingly responsible secretarial tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. Work is performed in accordance with general instructions received from a superior with considerable leeway for independent decisions in carrying out assignments. Supervisory responsibilities may be delegated or assigned this employee which will be executed within well-defined limits. Does related work, as required.

TYPICAL WORK ACTIVITIES:

May act as personal secretary to an administrative head to an educational or governmental agency or department, including the composition of letters in reply to routine inquiries for information;

Acts as liaison between agency officials and public and non-public officials covering specialized and designated programs;

Functions in a secretarial capacity for setting up meeting dates, appointments, and confidential personnel matters;

Performs the more confidential aspects of the administrator's work including maintaining and processing personnel data and information such as evaluative reports, disciplinary

proceedings, and health problems;

Upon assignment, processes new employees in orientation, training, and related matters;

Where necessary, operates word processing equipment and/or other high tech equipment;

Functions as an intra-agency and inter-agency functionary when so authorized by the administrator;

Maintains office records and clerical procedures unique to the administrator's office, which may include the manipulation of data base information to create a variety of departmental, computerized reports;

Maintains records and prepares reports as due;

Performs a variety of clerical and typing functions as needed;

Keeps complex records of activities of the agency.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Requirements:

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, AND EITHER:

A. Graduation from a regionally accredited or NYS registered two year college with an Associate's degree in Secretarial Science, Office Technology-Secretarial or related field, AND one (1) year of full-time, paid clerical experience which shall have included typing;

OR:

B. Completion of a minimum of 65 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 24 semester credit hours in

Office Technology AND one (1) year of full-time, paid clerical experience which shall have included typing;

OR:

C. Three (3) years of full-time, paid clerical experience, which shall have involved typing.

*Part-time experience will be prorated as appropriate.

Additional Information:

This is a civil service position with Genesee County and is currently being recruited under the NY HELP program. Traditionally, the title of Secretary requires job candidates to compete in a competitive examination to be considered for employment. For the duration of the NY HELPS program this position will be filled via non-competitive appointment, which means the civil service examination is not required, but candidates must meet the minimum qualifications as outlined above to be considered for this position.

SALARY AND CONDITIONS OF EMPLOYMENT:

This is a Full Time, Genesee County civil service position at 37.5 hours per week and is compensated at a rate of \$17.34 per hour. Incumbent must be a resident of Genesee, Livingston, Monroe, Erie, Orleans, Wyoming or Niagara County.

BENEFITS:

NYS Retirement Options (NYSERS)

Comprehensive Health and Dental Insurance through Independent Health and Delta Dental

FSA

15 days' sick, 4 personal days, 12 vacation days and several holidays annually

GCC Tuition Waiver for employee and dependents

SUNY Tuition assistance at 4-year institutions

Access to the Employee Assistant Program (EAP)

Access to the fitness center, pool, studio, walking trails and more at the Richard C. Call Arena

Application Instructions:

Review of applications will begin immediately and continue until the position is filled. Please include an application, cover letter and resume. In addition, please provide contact information for four professional references (including current and/or previous supervisors). Please ensure contact information (phone & email) is current and up to date.

GCC is an Affirmative Action/Equal Opportunity Employer, committed to fostering diversity in its faculty, staff, and student body, and strongly encourages applications from the entire spectrum of a diverse community.

Apply Now:

[Genesee Community College Job Posting: Secretary - Nursing](#)