Job Description
Director of Secretarial Services
Institute for Continued Learning Willamette University

The position of Director of Secretarial Services requires:
• Taking minutes at the Board meetings, and Annual General meetings
• Preparing minutes for distribution to members via the ICL Website
• Sending (by mail or by distribution in class) printed copies of the minutes and schedule of classes to members who do not have computer access.
• Maintaining bulletin board located in Ford Hall and Kaneko (if necessary) posters for events or taking down event posters after event is over.
• Checking for incoming mail at the mailroom located in Putnam University Center on a regular basis bi-weekly.
• Scheduling breakout classes for ICL members and printing a calendar to be posted on the bulletin board. This also includes checking the Willamette activity section to record programs that would be of interest to ICL members, i.e. dates and times of plays, special music, etc. Provide information of these breakout classes to Information Services to be posted on website.
• Assisting with the budget as needed.