

# South Texas College

## Job Announcement 2025-5026

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**Title: Secretary (Part-time Temporary)**

**Dept: Cosmetology**

**Reports to: Program chair for Cosmetology**

**Pay Grade: Part-time**

**Salary Range: Minimum \$15.50/Hour**

**Campus: Cosmetology Center**

**FLSA Status: Non-Exempt/Hourly**

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### **General Statement of Job**

The Secretary serves as the first point of contact for students, faculty, and visitors to the Cosmetology Center. This role is essential in providing administrative support, managing communications, and ensuring a welcoming environment. Secretary will assist with daily operations and contribute to a positive experience for all program stakeholders.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Greet and assist students, faculty, and visitors in a friendly and professional manner.
2. Answer phone calls, respond to inquiries, and redirect calls as necessary.
3. Manage incoming and outgoing mail and packages.
4. Assist with scheduling appointments for student lab services.
5. Help with the preparation of course materials and program documentation.
6. Troubleshoot office equipment such as printers, restock printing ink, and daily computer operations, coordinates major repairs with equipment appropriate departments.
7. Disseminate information regarding program events, schedules, and policies.
8. Maintain bulletin boards and other communication channels with up-to-date information.
9. Provide information about program offerings, admissions processes, and financial aid resources.
10. Monitor office supplies inventory as needed.
11. Ensure the reception area and common spaces are clean and organized
12. Work closely with faculty and staff to support program initiatives and events.
13. Assists with the preparation, organization of special events and program field trips for the department.
14. Performs other duties as assigned.

### **Required Education and Experience**

1. College Certificate or a minimum of 30 college hours required
2. At least one (1) year of work experience in a professional work setting required.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to perform basic office skills.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work evenings and/or weekends as needed.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
8. Ability to write routine reports and correspondence.
9. Ability to speak effectively before groups of students, customers or employees of organization.
10. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to deal with problems involving several concrete variables in standardized situations.

### **Checks, Certificates, Licenses, and Registrations**

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.

### **Physical Requirements**

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a

- considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
  14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.  
McAllen, TX 78501**

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.