

Secretary (Reg FT)  
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=261875>

Downloaded On: Sep. 4, 2025 1:47am

Posted Sep. 2, 2025, set to expire Dec. 26, 2025

**Job Title** Secretary (Reg FT)  
**Department** NA  
**Institution** Community College of Allegheny County  
Pittsburgh, Pennsylvania

**Date Posted** Sep. 2, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6521796>

**Apply By Email**

**Job Description**

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**Secretary (Reg FT)**

**Position Title:** Secretary (Reg FT)

**Department:** Workforce Development

**Campus:** West Hills Center

**Additional Information:**

**Benefits:**

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At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

**Remote Work Option:** Hybrid (May be subject to change)

**Work Hours (for hourly positions):** Monday - Friday, 8:30 am - 4:30 pm; Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

**Salary Grade:** SEIU D - \$17.86

**Job Category:** Office Support Staff/Maintenance/Housekeeping

**Employment Type:** Regular Full-Time

**Job Slot:** 0522

**Job Open Date:** 8/29/2025

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**Job Close Date:** 9/15/2025

**General Summary:** Performs a variety of general secretarial duties for a major college division, which may include preparation of professional level correspondence and reports, screening telephone calls, filing, and scheduling. Applicant must possess high attention to detail and have moderate to expert Excel, Outlook, and SharePoint experience. Must be flexible and able to shift priorities in a fast-paced environment.

**Job Specifications:**

**Education and Experience:** High school diploma or GED plus one year of relevant experience gained from working in an office environment.

**Certifications/Licensures:** N/A.

**Skills/Abilities Requirements:** Should be able to tactfully and courteously answer questions and provide information. Knowledge as related to the specific needs of the department to perform responsibilities. Ability to travel to perform work duties at any campus or center location within the CCAC system. Must be able to operate various office equipment, including a personal computer, switchboard as needed, and appropriate College software packages or equivalent. Should possess good organizational, customer service, communication, interpersonal and clerical skills. Detail oriented, ability to multi-task meet deadlines and be a team player. Required to have regular and timely attendance.

**Physical Requirements:** Must be able to work in a general office environment with the ability to sit for at least 2 hours without interruption.

**Duties:**

1. Provides quality customer service to both internal and external customers.
2. Prepares and processes correspondence, documents/forms, reports, minutes, surveys and other materials.
3. Screens phone calls; receives and assists visitors; receives, sorts and delivers mail; receives and responds to requests.
4. Maintains files (electronic/paper), records, logs and reports.
5. Reviews documents for accuracy and completeness and editing as necessary.
6. Performs various scheduling activities.
7. Maintains and orders supplies.

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8. Computes and processes payroll for assigned faculty and staff; handles receipt of cash and for petty cash purposes as necessary; assists with trip requests as needed.
9. Prepares bulk mailings and participates in clerical preparations and activities for meetings and various college events.
10. Assists with training temporary others; may assign the work of temporary part-time and work-study student employees.
11. Perform all duties in accordance with applicable laws, collective bargaining agreements, board policies and administrative regulations and directives.
12. Performs other clerical duties related to specific/unique needs of the department.
13. Performs other related duties as required or assigned.

**Clearances:** Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available [here](#).

**To view the full job posting and apply for this position, go to:**  
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1812>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

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