



**YOUNG CHILDREN'S PROGRAM**  
Department of Early, Elementary,  
and Reading Education

**Job Description**  
**SECRETARY**

Secretarial needs of the Young Children's Program are the responsibility of a part-time secretary in the Department of Early, Elementary, and Reading Education. This person is hired, evaluated, and paid by the Department, following all University employment and salary procedures. The secretary's salary does not impact the YCP budget.

**DUTIES**

- Answer daily inquiries (by mail, telephone, email, or in person) pertaining to the Young Children's Program and forward questions to the Coordinator
- Maintain all applications—file requests, acknowledge receipt of applications, compile and maintain waiting lists
- Keep accurate and up-to-date budget records for both regular and summer sessions
  - Make deposits, notify parents when payments are due, send out notices of late payments
  - Order all materials required for program operations and do necessary paperwork to initiate payment
- Prepare all purchase requisitions, work requests, etc.
- Inform YCP Coordinator of budget matters, waiting list status, and questions about the program that require attention
- Inform YCP teachers of matters pertaining to the program
- Compile YCP Handbook for Families and Student Staff Handbook
- Prepare all correspondence with families (letters to families on the waiting list, acceptance letters, packets with handbook and registration forms, etc.)