

**Title:** Secretary 2

**Job Objective:** To provide secretarial, reception, and clerical support for the TRiO Student Support Service staff and project; maintain database; organize and maintain comprehensive confidential records; assist participants with technology; and aid the Director with evaluation and reporting.

**Job Standards:** High school diploma, One year of demonstrated success in secretarial, clerical, reception position, Evidence of overcoming barriers similar to those faced by participants

**Hours:** M-F 8:00 a.m.- 4:30 p.m.

If you have any questions or comments for me please contact me at any time. Hope you have a great day!

Sincerely,

Fonda Vickery  
Retention Coordinator  
TRiO Student Support Service  
Pellissippi State Community College

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