

**FACULTY QUALIFICATIONS
FOR OCCUPATIONAL PROGRAMS**

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| <i>Instructional Area:</i> | 106 Administrative Professional |
| <i>Educational Requirements:</i> | Bachelor's degree in Business Administration or a closely related field is required. Master's degree in Business Administration is preferred. In evaluating candidates for this position, Nicolet may consider a combination of education, training, and experience that provides the necessary knowledge, skills, and abilities to perform the duties of the position. |
| <i>Occupational Requirements:</i> | Two years (4,000 hours) of verified occupational work experience as an Administrative Professional is required. Experience must be in office administration or related occupations. Occupational experience must include one year (2,000 hours) within the past five years. Recent teaching experience in post-secondary higher education may be substituted for up to one year of the occupational experience requirement. Additional experience in Business Management or Administration outside the field of education preferred. |
| <i>Working titles which provide the occupational experience necessary to function as an instructor:</i> | <ul style="list-style-type: none"> • Administrative Assistant • Administrative Professional • Executive Assistant • Executive Secretary • Secretary • Office Assistant • Office Administrator or Office Manager |
| <i>Relevant job duties an individual should have performed:</i> | <ul style="list-style-type: none"> • Assist or coordinate office operations and/or staff. • Establish office work procedures. • Plan events. • Arrange conferences and travel reservations. • Plan and organize projects. • Prepare communications and publications. • Process business documents. • Process procurements. • Provide services to customers. • Process payroll. • Operate office equipment. • Maintain office filing system. |
| <i>Requirements from other governmental agencies, associations, or other significant groups:</i> | None |
| <i>Other:</i> | |