INSTITUTIONAL EFFECTIVENESS/INSTITUTIONAL RESEARCH SECRETARY

RESPONSIBILITIES
- Provide administrative support to the Director of Institutional Effectiveness and the Research Analyst
- Prepare surveys
- Facilitate training workshops
- Process and maintain data for correspondence, reports, and spreadsheets
- Maintain inventory of office equipment and supplies
- Generate purchase orders, travel requests and expense reports to support office related activities
- Coordinate travel arrangements as required (hotel, air, car rental)
- Submit payroll and leave forms to Human Resources
- Perform other duties as assigned by the Director of Institutional Effectiveness, the Research Analyst, the Special Advisor to the President, or the College President

QUALIFICATIONS REQUIRED:
- High school diploma or equivalent
- Minimum of 2 years of experience in office administration
- Experience with Microsoft Office-Word, Excel, and PowerPoint
- Knowledge of standard office equipment, business practices and basic accounting skills
- Excellent communication skills, written and verbal
- Ability to schedule activities, meetings, routinely gather, collate, and/or classify data.

PREFERRED:
- Associate degree

SALARY
$2,352.58 per month. Excellent fringe benefits. Review of applications will begin October 31, 2014. Position will remain open until filled.

APPLICATION
Interested candidates should submit a resume, completed official application, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to:

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer
This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.