PART TIME
RISK MANAGEMENT INSTITUTE CLERK

RESPONSIBILITIES
- Perform general clerical duties including answering phones and greeting visitors
- Provide program information to students
- Assist with student registration forms, folders, and scheduling classes
- Filing, copying, scanning and faxing
- Other duties as assigned

QUALIFICATIONS
Required:
- High school diploma or GED required
- Knowledge of general office equipment
- Strong organizational and public relations skills
- Customer service experience
- Computer literacy including Microsoft Word, Excel, Power Point, and Word Perfect

Preferred:
- One year of clerical experience

SALARY
$9.50 per hour. Up to 19 hours per week. Review of applications will begin on September 24, 2014. Position will remain open until filled.

APPLICATION PROCESS
Interested candidates should submit a completed official application and resume. 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.