

September 22, 2011

BUSINESS STUDIES DIVISION SECRETARY

RESPONSIBILITIES

- Maintain payroll information and employee personnel forms
- Prepare college reports
- Upkeep of division employee files
- Oversee the preparation and maintenance of degree plans, work orders, and advisory committee documents
- Prepare necessary paperwork for government and accrediting agencies
- Prepare division class schedules
- Update college catalog
- Maintain and balance departmental budgets
- Handle all paperwork for the purchase of supplies and equipment including any bids required
- Handle travel arrangements for instructors and division dean
- Oversee upkeep of equipment inventory records
- Oversee preparation of documentation for vocational students
- Aid in the process of faculty evaluations
- Prepare written correspondence for division dean
- Coordinate book ordering for all courses
- Supervise full-time clerical help and college work studies
- Other duties as assigned by the Dean of Business Studies

QUALIFICATIONS

Required:

- High School graduate or equivalent
- Three to five years of experience in secretarial and general office work
- Computer literate with experience in Microsoft Excel and Word

Preferred:

- Associate Degree in areas of Business Systems or other office management programs
- Prior experience in school or college administration
- Word Perfect 9 and Novell

SALARY

\$1,855.17 per month. Excellent fringe benefits.

APPLICATION

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

Zaira Valeriano
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, TX 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.