

Reposted: February 3, 2012
October 27, 2011

HEALTH SCIENCES CONTINUING EDUCATION DATA SPECIALIST

RESPONSIBILITIES

- Compile, update and maintain mailing lists and records
- Maintain accreditation records in appropriate format
- Assist with accreditation applications
- Design, produce and disseminate brochures and flyers
- Prepare set-ups, follow-up and provide support for seminars/short offerings
- Provide onsite registration, distribute handouts, distribute certificates and collect evaluations
- Provide assistance with seminar cancellations and notification to proper individuals
- Create course data forms for semester courses
- Responsible for scheduling rooms for courses each semester
- Prepare files for courses
- Supervise work study and schedule work study hours
- Assist with coordination of HSCE Advisory Committee Meetings
- Other duties as assigned

QUALIFICATIONS

Required:

- High School Diploma or equivalent
- Two years general office experience
- Knowledge of computer and general office equipment
- Ability to maintain confidentiality
- Excellent communication and customer service skills

Preferred:

- Associate degree

SALARY

\$1,955.17 per month. Excellent fringe benefits. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure.

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 sent to:

Zaira Valeriano, 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.