May 21, 2015

MATH AND SCIENCE DIVISION SECRETARY

RESPONSIBILITIES
- Provide faculty support for approximately 35 full-time faculty and 20 adjunct faculty
- General division office duties; correspondence, phones, work requests, travel arrangements/expense reports, oversee the maintenance/custodial campus requests, degree plans, etc.
- Prepare, submit and maintain personnel information and payroll for the Division
- Maintain records and reports: accounting, budget reconciliation and equipment purchases for approximately five grants
- Coordinate with the Dean and faculty on the awarding and budgeting of stipends and scholarships
- Assist with the preparation of annual budget for ten departments
- Handle all paperwork and data entry for the purchase of departmental supplies and equipment including the ordering of all scientific labs
- Assist with faculty pools to include maintenance of equipment, ordering supplies and mail distribution
- Collect and submit all necessary documentation for field trips including field trip abstract, vehicle request, driver’s license approval, student consent forms, and reimbursement of travel expenses
- Assist in preparation of curriculum revision
- Supervise the update of course syllabi and the collection of documentation from all faculty each semester
- Prepare college reports as needed, i.e. faculty qualifications and the upkeep of SACS reports
- Assist with the update and proof of the college catalog
- Maintain articulation and contractual agreements
- Work with the faculty to prepare and maintain course schedules; maintain faculty lists and faculty office hours
- Prepare and maintain room utilization schedule
- Track rosters, grades, grade books, and incomplete grade contracts
- Coordinate book ordering for all courses and maintain a faculty library of all current textbooks
- Aid in the process of faculty and lab evaluations, supervise the upkeep/ordering of equipment and computer inventory records
- Coordinate with the Dean and faculty on all aspects of hosting 6th grade students for our annual Science Extravaganza.
- Assist with the coordination of our peer tutor program which includes tutor schedules, upkeep of personnel records and collection of fees
- Maintain courses offered through concurrent enrollment and distance education to include course creation, upkeep of personnel files, payroll, syllabi, room scheduling and any necessary equipment issues in our distance education rooms
- Other duties as assigned

QUALIFICATIONS
Required:
- High School diploma or equivalent
- Minimum of two years demonstrated experience in bookkeeping, secretarial, and general office work
- Computer literate with experience in Microsoft Word, Excel and Outlook
- Experience with management of department budgets, federal grants, and payroll
- Strong communication and organizational skills
Preferred:
- Associate Degree
- Prior experience in school or college administration
- Knowledge of POISE, ImageNow and Sharepoint

SALARY
$2352.58 per month. Excellent fringe benefits. Review of applications will begin on June 3, 2015. 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 to:

Natasha Morgan
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.