SECRETARY
TO THE DEAN OF CONTINUING EDUCATION

RESPONSIBILITIES
- Generate purchase orders, travel requests and arrangements, expense reports and invoices for the Continuing Education Department
- Purchase and maintain inventory of office supplies
- Monitor and maintain department budget
- Monitor and maintain property transaction records
- Assist Dean with dissemination of information, reports and records, and Continuing Education scholarship approvals
- Provide clerical support to the CE Compliance Manager
- Schedule training programs for continuing education directors and staff
- Verify time sheets and prepare transmittals for payroll
- Maintain contact with all Continuing Education and Williams Regional Technical Training Center staff
- Supervise work study and part time employees
- Other duties as assigned

QUALIFICATIONS:
Required:
- High school diploma or equivalent
- Two years clerical experience to include computer, calculator, and general office work
- Computer literacy; proficient in Microsoft Office applications: Word, Excel, Access
- Proficient with calculator, fax, scanning and copy machines
- Excellent written and verbal communication skills
- Ability to work with little supervision and is a self-starter

Preferred:
- Associate degree

SALARY
$2,352.58 per month. Excellent fringe benefits. Review of applications will begin November 5, 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: applymc@midland.edu.

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.