

January 13, 2012

TITLE V SECRETARY

RESPONSIBILITIES

- Process requisitions and budget amendments for a \$570,000 plus annual federal grant
- Reconcile project budget accounts
- Process and file payroll for Title V staff
- Perform annual inventory
- Perform general office duties (answer phone, file documents, make copies, data entry, etc.)
- Process travel arrangements
- Enter data into Poise software tracking database
- Record time and effort towards Title V grant in required reports
- Check incoming orders to make sure all purchased items are accounted for
- Other duties as assigned

QUALIFICATIONS

Required:

- High School Diploma or GED
- Two year clerical work experience which includes work
- Proficient in use of Microsoft Office applications and use of office equipment such as printers, scanners, copiers and fax machines
- Experience with Budget reconciliation and computer literacy

Preferred:

- Associate degree or equivalent work experience

SALARY

\$1,855.17 per month. Position funded by a grant. 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, three letters of reference, completed official application 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.