

October 21, 2011

## **PART TIME ADMISSIONS CLERK**

### **RESPONSIBILITIES**

- General office duties including registration, data entry and updating, telephone communications, and filing
- Assist in reviewing, coding, and imaging of every application during and between registration periods
- Assist in maintenance and distribution of all student records and drops
- Assist in clerical support for the Admissions Recruitment Coordinator
- Other duties as assigned

### **QUALIFICATIONS**

- High School Graduate or equivalent
- One year clerical experience
- Excellent communication and interpersonal skills
- Knowledge of computer software and word processing
- Excellent public relations
- Knowledge of computer, data entry and general office equipment

### **SALARY**

\$ 8.00 per hour. Up to 19 hours per week. 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 PROCESS**

Interested candidates should send a resume and completed Midland College application 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.