

December 8, 2011

PART-TIME COMMUNITY PROGRAMS CONTINUING EDUCATION CLERK

RESPONSIBILITIES

- Provide front office and phone registration assistance
- Answer the phone and provide customer service to students, instructors, employees, contractors and others
- Perform general office duties (answer phone, file documents, make copies, data entry, scan, etc.)
- Strongly assist with the Kids' College program
- Other duties as assigned

QUALIFICATIONS

- High school diploma or equivalent
- Two years clerical work experience which includes work with and one year experience providing customer service
- Must be proficient in use of Microsoft Office applications and use of office equipment such as printers, scanners, copiers and fax machines
- Customer service and computer literacy
- Ability to lift up to 30 lbs

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 a completed Midland College. 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.