

January 9, 2012

PART-TIME HUMAN RESOURCES/PAYROLL CLERK

RESPONSIBILITIES

- General office duties including typing, imaging, filing, and copying of documents
- Word processing/data entry
- Run errands
- Respond to telephone and walk-in customer inquiries
- Assist part-time employees with payroll paperwork
- Provide assistance to all customers at front counter
- General office duties as assigned by Director of HR/Payroll

QUALIFICATIONS

- High School graduate or GED required
- Two years experience in clerical and general office work required
- Experience working in the Human Resources field preferred
- Attention to detail
- Knowledge of computers and current software programs
- Good organizational and interpersonal skills
- Customer service oriented
- Experience working with confidential information
- Imaging experience preferred
- Must be able to lift up to 30 pounds

SALARY

\$8.50 per hour. 19 hours per week, Monday - Friday.

APPLICATION

Interested candidates should submit a resume and completed official application. Applications should be sent to:

Zaira Valeriano
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.