

October 5, 2010

## **PART-TIME INSTITUTIONAL EFFECTIVENESS & PLANNING CLERK**

The clerk will work under the supervision of the Data Specialist to organize and distribute the college's assessment forms and surveys. Once completed the form will be collected and scanned through office equipment for tallying and preparation of consolidated reports.

### **RESPONSIBILITIES**

- Process annual survey forms
- Maintain all survey and evaluation forms used by the IEP office
- Process assessment forms on scanners
- Prepare summary assessment reports using a programmed template
- Deliver survey packets for college departments
- Other clerical duties as assigned as needed

### **QUALIFICATIONS**

- High School diploma
- Two years professional office experience
- Proficient in current computer applications to include Microsoft Word and Excel
- Ability to work with scanners and other office software
- Ability to communicate both verbally and in written form
- General clerical skills
- Typewriter skills
- Excellent interpersonal and telephone skills
- Ability to lift 25 pounds
- Ability to walk short distances on campus

### **SALARY**

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

### **APPLICATION:**

Interested candidates should send 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.**