

December 8, 2011

## **PART-TIME KINESIOLOGY SECRETARY**

### **RESPONSIBILITIES**

- General office duties including typing, filing, answering phones, assisting the front desk staff in the gym
- Keeping up the reservations in the Physical Education building
- Responding to telephone and assisting students
- Responsible for filling out work orders that are necessary
- Assisting with part-time employees time sheets
- Running errands around campus and off campus
- Any general office duties as assigned by Program Director of Kinesiology

### **QUALIFICATIONS**

- High School graduate or GED required
- Some college hours preferred
- Previous secretarial experience preferred
- Knowledge of computer, copier, fax machine and 10-key by touch
- Knowledge of Microsoft Word and basic math skills
- Must have a valid Texas Class "C" driver license and be insurable on College's auto insurance policy

### **SALARY**

\$8.00 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.**