

August 27, 2011

PART-TIME LVN SECRETARY

Office site is located at the WRTTC department in Fort Stockton. The primary purpose of the secretarial position is to work to assist and support the Coordinator, Director, Dean and support staff in the Nursing Department of Midland College.

RESPONSIBILITIES

- Routine secretarial duties such as typing, filing, responding to telephone inquiries and computer operations
- Academic registration
- Book sales assistance
- Payroll and related personnel paperwork
- Purchase orders
- Classroom assistance
- Teacher evaluations, communications, equipment needs
- Additional job duties as assigned

QUALIFICATIONS

REQUIRED:

- High School Graduate or equivalency
- College level coursework in computers or related field
- Ability to utilize computer technology to access data and maintain records
- Must be proficient in computers and office equipment
- Must have good organizational and communication skills
- Experience in Educational environment
- Ability to manage multiple tasks

SALARY

\$8.00 per hour. Up to 30 hours per week. Eligible for part time benefits. 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

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

Brenda Tipton
Director of WRTTC
Midland College
1309 W. IH-10
Fort Stockton, Texas 79735
(432) 336-7882

Midland College is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code Sec. 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.