

January 25, 2011

**PART-TIME
RESIDENCE HALL NIGHT CLERK**

RESPONSIBILITIES

- Monitor the front desk of the residence hall (Hours 10:30p.m. to 8:00a.m.)
- Answer telephones/assist with public relations
- Provide information and assistance to students as needed
- General clerical duties as assigned
- Respect and maintain confidentiality of all students and all student records
- Attend at least one training session and all mandatory meetings
- Monitor residence hall entrance security
- Enforce all Midland College residence hall policies
- Report all incidents or concerns to Residence Hall Manager
- Maintain neat appearance of common areas
- Report any maintenance problems
- Respond responsibly and promptly to emergencies
- Other duties as assigned

QUALIFICATIONS

- High School graduate or GED
- General clerical skills
- Excellent interpersonal and telephone skills
- Operate fax machine
- Computer knowledge
- Typewriter skills

SALARY

\$8.50 per hour. Up to 19 hours per week. 10:30p.m. to 8:00 a.m. Weekday and weekend hours.

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, 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.