August 31, 2015

BEDC PROJECT ASSISTANT

Office site is located at the Cogdell Learning Center, 201 W. Florida, Midland, Texas

RESPONSIBILITIES

- Assist the Associate Director and BEDC Counselors as needed with administrative tasks
- Intake and collect data from new clients
- Answer phones and provide assistance to incoming clients; e.g. assistance with accessing the client’s free credit report
- Maintain confidentiality in all aspects of client, staff and agency information
- Ordering of equipment and supplies
- Make travel arrangements
- Maintain inventory and ledger of budget accounts
- Process payroll for department
- Assist with the promotion of the Midland College BEDC program and coordinate events
- Maintain electronic office calendar to coordinate work flow and meetings
- Monitor and assist with the maintenance of departmental website, participation on Facebook and Twitter
- Develop and maintain electronic spreadsheets and databases for recordkeeping and tracking statistics
- Produce monthly, quarterly, annual reports and budget projections for the Associate Director
- Interact effectively with clients of diverse socio-economic, ethnic and cultural backgrounds
- Other duties as assigned

QUALIFICATIONS

Required:
- High school diploma or equivalent
- Two years of clerical experience and one year of customer service experience
- Must possess a valid Texas Driver License, good driving record, and be insurable on Midland College’s insurance policy
- Must have reliable transportation for in-town travel, for which mileage will be reimbursed
- Computer literacy to include proficiency with Microsoft Word, Excel and Power Point
- Excellent written and verbal communication skills
- Provide accurate attention to detail in all aspects of work
- Excellent organization and time-management skills
- Must be able to work evenings and on Saturday on occasion, when needed

Preferred:
- Associate or Bachelor degree
- Experience with departmental budget and bookkeeping
- Experience working with Microsoft Publisher or comparable software
- Bilingual in Spanish

SALARY

$2,376.58 monthly salary. Excellent fringe benefits. This is a grant funded position. Continuation of position is contingent on continued grant funding. Review of applications will begin September 4, 2015. Position will remain open until filled.

APPLICATION

Interested candidates should submit a resume, completed official application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources (if applicable), three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics to: applymc@midland.edu

Natasha Morgan
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.